



NORTHGATE

High School

Information for Parents 2018 - 2019

Throughout this document the term parents has been used to refer to parents/carers.

The information and particulars contained in this prospectus relate to the school year indicated on the front cover and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised before the start of, or during, the school year in question or in relation to subsequent school years.

Parents are advised to retain this document for reference.

Northgate High School
Co-Headteachers: Mr David Hutton, Miss Rowena Mackie

Sidegate Lane, Ipswich, Suffolk, IP4 3DL

Tel: 01473 210123 Fax: 01473 281084

Web site: www.northgate.suffolk.sch.uk
E-mail: northgate@northgate.suffolk.sch.uk

Suffolk County Council
Directorate of Health, Wellbeing and Children's Services
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Tel: 0345 6000981

Director of Health, Wellbeing and Children's Services: Ms Sue Cook

Background Information

Northgate High School is a mixed comprehensive community school, catering for pupils aged 11 to 18.

The school roll is approximately 1700, including around 430 in the Sixth Form. There are approximately 110 full-time equivalent teaching staff.

Admissions Intake Limit

The intake limit at 11+ for 2017 was 280.

The total number of on-time applications received that included Northgate as one of the three stated preferences was 891. After allocating available places in other schools, where these were stated as a higher preference, the Local Authority considered 388 applications for Northgate's 2017 intake, allocating 280 places and rejecting the remaining 108 applications.

To date there have been 14 appeals heard, of which 3 were successful and 11 were unsuccessful.

Planned admissions at 11+ for September 2018 will be 252.

Admissions Procedure

The County Council, not the School, is responsible for admissions. The full statement of the admissions policy is contained in the booklet 'Schools in Suffolk 2018/2019', which can be found online, and it is essential that parents refer to this. Parents requiring clarification should seek advice from the Southern Area Education Office.

How to Find Out More about Northgate

Parents considering making an application for a place at Northgate are invited to visit the school during the morning of Thursday, 19 October 2017, between 9.15am and 10.45am, to see the school under normal working conditions.

There will be an Open Evening between 6.00pm and 8.30pm on Thursday, 19 October 2017, for prospective pupils and parents. There will be opportunities to view facilities, see displays of work and to talk to pupils and staff. For parents who have not previously attended the Presentation to Year 6 parents at Northgate High School on 19 September there will also be a talk at 6.15pm, repeated at 7.15pm, in the Northgate Arts Centre. Please take careful note of the signs indicating the exact venue, as there will also be talks relating to post-16 applications. Mrs Asher, Northgate's Special Educational Needs Coordinator, will be available for consultation during the evening.

During the academic year, Mr Emery, Assistant Headteacher Pastoral is available one week day morning by appointment to show parents around the school and discuss their child's needs.

The above arrangements are designed to help parents make decisions about secondary education. They have no bearing on a child's chances of obtaining a place at Northgate.

Mid-Year Applications

Mid-year applications to Years 7 to 11 must be made on L.A. form CAF 2, which is available for download from the Suffolk County Council website and needs to be completed and returned to S.C.C. If contacting the school for advice please ask to speak to Mrs Clark, Office Manager.

Sixth Form Applications

There is a separate application process for sixth form students. A Sixth Form Prospectus outlining this procedure and the provision Northgate has to offer can be obtained from the school or seen online at www.northgatesixthform.co.uk

Prospective sixth form applicants are welcome to attend the Open Evening on Thursday, 19 October 2017 between 6.00pm and 8.30pm. The Sixth Form application deadline for September 2018 entry is Friday, 12 January 2018.

Dates

Pupils allocated a place in Year 7 at Northgate will be invited to two Induction Days on Monday, 25 and Tuesday, 26 June 2018.

A Parents' Evening will be held on Tuesday, 26 June 2018, for the parents of pupils who have attended the Induction Days.

School Hours

School hours are currently from 8.45am to 3.10pm, Monday to Friday. This includes a 15-minute morning registration/assembly. The four lessons per day each last 75 minutes. There is a 20-minute morning break and 45 minutes for lunch from 1.10pm to 1.55pm. The length of the taught week is 25 hours. The timing of the school day is reviewed periodically.

School Meals and Lunch Break Arrangements

During the lunch break pupils may

- § purchase a school meal or a hot snack, both provided via our canteen, which can cater for special diets e.g. vegetarian. Children entitled to a free school meal can select their chosen meal option(s) without the need for cash payment.
- § bring their own packed meal to be eaten in the area specified, or
- § go home for a meal if they live near enough (see below).

Parents who wish their child to return home for lunch should indicate in writing that they accept responsibility for their son or daughter during this time. In the absence of written consent, pupils below Year 11 are not allowed to leave the school site at lunch time.

Curriculum

The following sections outline the curriculum available to pupils as they progress through the school. The availability of all option subjects will depend on sufficient support to ensure the course can run.

Religious Education and collective worship (Assembly) are non-denominational in character. Religious Education is taught in accordance with the requirements of the Education Reform Act (1988) and the Suffolk Agreed Syllabus, which states "Christianity has a formative influence on this country's culture... It is also recognised not only that we live in a multi-racial society but also that an important part of the task of RE must be to contribute to the process of education for world understanding." Parents who, on grounds of conscience, wish to withdraw their son or daughter from Religious Education should give written notice to the Headteacher. Religious Education is not a public examination subject and a pupil who wishes it as an examination subject must opt for Religious Studies at Key Stage 4.

Key Stage 3 Curriculum

Pupils in Years 7, 8 and 9, study Art, Drama, English, Geography, History, Maths, Music, Physical Education, Science and Technology as well as the locally agreed syllabus for Religious Education. French, German or Spanish is studied in Year 7. Pupils begin a second foreign language in Year 8, with a choice being given of which to continue into Year 9. Computing is delivered in timetabled lessons in all 3 years.

All pupils in Year 7 follow a programme of Personal, Social, Health and Economic Education, which includes Sex Education as outlined in the Governors' policy. In Year 9 this is replaced by a Core Programme, including: Careers, Economic Awareness, PSHEE, Religious Education, Health and Sex Education and Citizenship.

Form groups represent a mixture of ability, but in appropriate subjects setting is introduced progressively through Key Stage 3. Provision is made for pupils with Special Educational Needs, who may be withdrawn from a lesson for specific help, but for the majority of time, will operate in the normal curriculum, with appropriate support. For a small minority of pupils, a Foundation Learning Programme is offered in our Learning Support Department where pupils have access to specialist intervention programmes. This is regularly reviewed in the light of pupil progress.

For a small number of pupils, it is appropriate to disapply from languages as they progress into Year 8 and beyond. These pupils are offered literacy and numeracy intervention in the Learning Support Department as appropriate to their learning need.

Key Stage 4 Curriculum

In Years 10 and 11, pupils study GCSEs in English Language, English Literature, Maths and double or triple award Science.

Further GCSE or vocational courses are chosen from a Language, Art, Business Studies, Child Development, Computing, Dance, Design Technology, Drama, Electronic Products, Food, Geography, Graphics, Health & Social Care, History, Information Technology and Creative Media, Music, Physical Education, Psychology, Religious Studies and Textiles. Choice is guided through pathways and option blocks, to ensure appropriate challenge, support and breadth.

Pupils are supported through Years 9-11 appropriately to their need. For some, teaching assistant support, examination access arrangements and tailored, specific interventions enable participation.

In addition, a non-examination programme of study is followed in Physical Education. The Core Programme covering Careers and Work-related Learning, Economic Awareness, Enterprise Education, PSHEE, Religious Education, Study Skills, Health and Sex Education and Citizenship builds on the related Year 9 input.

Sixth Form Curriculum

The Sixth Form curriculum offers a 2-year A Level course, supported by additional studies at AS or GCSE. Alternatively a 1-year course allows students to combine further GCSE level entries with continued general education.

There are currently nearly 40 Advanced Level subjects available, as well as a small number of subjects at Level 2 (e.g. GCSE). More information can be found in the Sixth Form Prospectus, available from the school or online at www.northgatesixthform.co.uk

Code of Behaviour

We expect that pupils will show consideration and respect for others, that they will work together and help each other to make the most of the opportunities that we provide. Positive rewards are given to pupils on the basis of good behaviour as well as achievement.

Rules must be fully observed and are printed in the planner for the attention of all pupils. They set out how we expect pupils to behave while at school, when they are in the local community and wherever and whenever they are on a school visit or representing the school at sport.

In particular, pupils are expected:

- § to behave in a sensible and considerate way
- § to be punctual and to work hard
- § to wear full school uniform, without make-up or jewellery other than a watch and single stud in each ear, in school and on the way to and from school
- § to have hair within the natural spectrum of hair colour, avoiding extreme styles
- § to remain on the school site unless they have special permission to leave
- § to remain within their designated areas of the site at break and lunchtime, unless they have permission to leave the site
- § to mark all property clearly with their name
- § to follow the guidelines for cyclists on the site
- § to keep ball games to the designated areas
- § to respect the school buildings and environment by placing all litter in the bins provided and not bringing chewing gum to school
- § not to arrive on site before 8.35am, and to leave by 3.20pm, unless involved in supervised activities
- § not to eat food in any school building other than the dining room or designated areas outside
- § never to bring tobacco, alcohol, matches, lighters, aerosol sprays or other dangerous or illegal substances onto the school site

Mobile phones are strongly discouraged as they encourage theft and if in genuine need pupils may always ask to use a school telephone - no responsibility can be taken for their loss or damage.

Smart phones, iPods, electronic games players etc - such items must not be used in lessons unless directly specified by a member of staff. Pupils caught listening to music or wearing earphones at any time whilst on the school site will be asked to remove their earphones and, if they fail to comply, will have their equipment confiscated.

The Headteacher delegates overall responsibility for discipline on a day-to-day basis to a pastoral team, led by a Deputy Headteacher but supported by all members of staff. Individual form tutors have particular responsibility for their own groups.

Breaches of discipline may be punished, depending upon the severity and frequency, by a range of sanctions including loss of personal time during the school day without notice. For

more serious offences there are longer detentions after school of which parents are given notice, or isolation from other pupils in our Inclusion Room, where appropriate supervision, pastoral support and academic assistance will be provided for the duration of the school day.

In the most serious cases the Headteacher reserves the right to exclude a pupil from attendance (informing the Local Authority and the Chair of the Governors of the action taken), or to take other measures considered appropriate by the school and governors.

Attendance and Punctuality

Pupils are expected to attend punctually and regularly. If your child has a legitimate reason for being late, please make sure that they have a signed explanatory note in their planner. Parents are required to telephone the school to notify absence on the first day and each subsequent day. In the case of long or repeated absence, formal medical evidence may be called for.

Requests for absence other than for illness should be made on an Exceptional Leave of Absence form, which can be obtained from the pastoral team. The Headteacher reserves the right to refuse permission for absence.

Pupil Absence Statistics 2016/2017

Total number of pupils of compulsory school age on roll for at least one session - 1225

Percentage of pupil sessions (half days) missed through authorised absence – 4.0%

Percentage of pupil sessions (half days) missed through unauthorised absence – 0.9%

Emergency Procedures

In case of accident or emergency the school would endeavour to contact one of the parents, and parents are asked to inform the school of a means by which one of them can be contacted during the day if necessary. If in a case of illness or accident it proved impossible to contact a parent, the Headteacher would act on the advice of the Medical Officer consulted.

Owing to the large number of pupils attending Northgate High School, it is not possible to transmit routine messages to pupils. Office staff will, however, always attempt to pass on messages to pupils in the event of an emergency.

School Uniform

All pupils wear school uniform until the end of Year 11. Pupils are expected to be clean, neat and tidy and to bring credit upon themselves by their appearance. All items must be clearly marked with the owner's name. Jewellery must not be worn, apart from a watch and a single pair of studs for pierced ears, maximum one per ear. Pupils should not wear make-up in school.

A full list of school uniform and games kit, along with information about suppliers, will be sent to the parents of children allocated a place, well in advance of the new school year.

Photographs

Pupils are photographed individually each September, so that an up-to-date likeness can appear on each pupil's Record Card. Copies of these photographs are available for purchase by parents. Pupils may also be photographed or filmed on other occasions as part of an activity, either by a member of staff, or by the local press. Parents of new pupils will be sent a letter seeking preferences regarding the use of images of their child.

School Health

The Local Health Partnerships NHS Trust is responsible for providing the School Health Service in this area. Through this Northgate pupils benefit from support provided by visiting School Nurses, for drop in sessions, immunisation programmes and health advice.

Managing Medicine for Children in School

Any pupil requiring First Aid should report to a member of staff who may then refer him or her to the School Office where trained help is available.

Parents continue to have responsibility for their child's well-being at school.

The school encourages the pupils to be responsible for managing their own medication needs (e.g. the use of asthma inhalers and allergy auto-injectors). Where it is agreed by the School that a member of staff will act on the parents' behalf by dispensing medicine, it will only do so if satisfied that this is the parents' wish, that the details of the dosage and timing have been conveyed precisely and that to do so would have no harmful effect on the child. However, the school reserves the right not to agree to administer medicine.

Parent Teacher Association

The PTA organises various functions of a social or informative nature. Parents of all pupils are automatically members of the Association. The Committee, elected annually, consists of a Chairman, Vice Chairman, Secretary and Treasurer, together with other members elected at the AGM each year. The current Chairman of the PTA, Mr Bob Minter, can be contacted via the School.

School Governors

Full current membership of the Governing Body is provided on the school website. The current Chair of Governors is Mrs J Sheat, who can be contacted via the School.

School Policies

In general, policies receive the approval of the Governing Body, having been formulated through consultation with stakeholders. A list of the Governors' Policies, and the full text of each relevant to parents is available on the school's website. For guidance, brief outlines of some policies are given in the next section of this document.

Safeguarding Children Policy

Northgate High School takes the responsibility placed upon it by the 2004 Children Act (including amendments in 2007), DfE guidance and Local Safeguarding Children's Board guidelines very seriously and is committed to safeguarding and promoting the welfare of all pupils and students. As a school we have a statutory duty to assist Children and Young People's Services departments acting on behalf of children in need or enquiring into allegations of abuse. If we have a concern that a child has been abused or is at risk of being abused, we have a duty to refer this to Children and Young People's Services. In most cases we would also inform parents of our concern. The school has a Safeguarding Children Policy and this is available to parents and carers on request and may be viewed on the school website.

Charging and Remission Policy

The Governors recognise the value of activities beyond the curriculum in extending pupils' opportunities and experience, but reserve the right to make a charge for:

- § voluntary activities which are not an integral part of the school curriculum
- § the board and lodging element of residential activities required for specific public examinations
- § vocal or instrumental tuition that is not part of the normal school curriculum
- § materials involved in production of an article which parents wish to own
- § examination fees in special circumstances e.g. where a pupil enters a subject as a private candidate, or the fee for an enquiry about a result.

The full policy is available on the school website and includes details of financial help available to families experiencing financial hardship.

Equality and Diversity

The staff and governors of Northgate High School are committed to equality of opportunity being available to all members of the school community. For our school this means understanding and tackling the different barriers which could lead to unequal outcomes for different groups of pupils in school, while celebrating and valuing the achievements and

strengths of all members of the school community. These include pupils, students, teaching and support staff, parents, carers, governors, multi-agency staff linked to the school, visitors to school and contractors.

At Northgate High School, equality is a key principle in the way that we treat all members of the school community irrespective of their gender, race, disability, religion and beliefs, sexual orientation, age, ability, first language, economic disadvantage or any other recognised area of discrimination.

Special Educational Needs

The school recognises its responsibility to support pupils who have Special Educational Needs of any kind, to make appropriate provision to meet those needs within the school and to liaise closely with parents, colleagues (including those in pyramid schools) and educational support services. The school supports pupils with statements, Education Health Care Plans and Single Category needs and identifies pupils for teacher support outlining strategies to address pupils' needs. The Learning Support Department offers a hub service to pupils with additional needs.

Northgate High School is committed to a policy of inclusion for all. Pupils with individual needs receive support from additional staff as appropriate within lessons or in individual or small group situations. Additional support is provided by teaching assistants, mentors and other services where there is an identified need. The Foundation Learning team addresses gaps in attainment and aims to support pupils with strategies for how to become more independent learners and help themselves in social and classroom settings. It provides a bridge for pupils who arrive at Secondary School needing a more gradual adjustment and additional support. Progress for all is regularly reviewed, allowing flexible and appropriate allocation of support and intervention to boost attainment.

Sex Education

Sex Education is seen as a whole school issue, to which all pupils have an equal entitlement. Account will be taken of differing levels of maturity, of differences in ethnic, cultural and religious backgrounds, and care will be taken to avoid stereotyping. The role of parents is recognised in helping pupils to achieve a balanced view of the physical, emotional, moral and social aspects of human development from conception to old age, including the role of family life. Parents have the right to withdraw their child from certain aspects of sex education, and should contact Mr Banham, Deputy Headteacher Curriculum if they wish to exercise this right.

Complaints Procedure

The L.A. has established procedures so that concerns of parents and others about the school curriculum and related matters may be considered and, when possible, resolved locally. The arrangements apply to complaints relating to the curricular responsibilities of the L.A. or the governing body, where the Authority or governing body has acted, or is proposing to act, unreasonably or has failed to comply with the requirements or duties imposed by current legislation. The Complaints Procedure can be found on the school's website.

Public Examinations

The policy of the school is to encourage as many pupils as possible to enter for public examinations at an appropriate level.

The completion of controlled assessments can take place throughout KS4, and GCSE examinations are taken at the end of Year 11.

Internal Advanced Level end of year examinations take place in Year 12. A Level examinations are taken in May/June of Year 13. GCSE examinations are also taken by Sixth Form students.

Destination of Leavers 2016

Figures for 2017 were still being compiled at the time of going to print.

A. From Year 13 - 228 students, including third-year Sixth Formers:

Higher Education	137
Gap Year	27
Further Education	29
Employment with training	27
Employment without NVQ	7
Seeking Employment	1
Destination unknown	0

B. From Year 11 - 217 pupils

Northgate High School Sixth Form or another Sixth Form	129
Further Education	78
Work/Training	8
Seeking Employment	2
Destination unknown	0

A Level Examinations 2016 - 2017

	Entries	A*	A	B	C	D	E	U
Accounting	8	0	1	2	2	2	1	0
Art	26	8	5	6	5	2	0	0
Biology	43	8	8	9	10	6	2	0
Business Studies	21	3	1	4	8	3	1	1
Business Studies Applied	3	0	0	0	0	2	1	0
Chemistry	59	7	11	21	15	1	4	0
Computing	9	0	1	0	5	1	2	0
Dance	5	1	0	0	3	1	0	0
Design Technology	8	0	0	2	3	2	1	0
Drama & Theatre Studies	8	0	1	3	2	1	1	0
Economics	32	0	10	14	4	3	1	0
English Language	34	0	2	7	20	5	0	0
English Literature	34	3	6	14	5	5	0	1
French	6	0	1	2	1	1	1	0
Further Mathematics	14	4	3	4	1	2	0	0
General Studies	103	3	11	33	22	19	13	2
Geography	23	0	4	9	7	2	1	0
German	4	0	2	0	2	0	0	0
Government & Politics	15	0	2	6	5	2	0	0
Graphic Products	13	0	1	5	4	3	0	0
Food Technology	4	0	0	3	0	1	0	0
Health & Social Care	9	0	0	2	4	2	1	0
History	26	2	6	13	5	0	0	0
Information Technology	13	0	0	2	6	4	1	0
Law	19	1	3	4	7	3	0	1
Mathematics	71	15	13	16	11	6	7	3
Media Studies	18	1	2	6	5	4	0	0
Music	4	0	3	0	1	0	0	0
Photography	11	4	2	4	1	0	0	0
Physical Education	8	0	0	1	2	2	2	1
Physics	30	2	9	2	9	5	1	2
Psychology	43	1	3	9	12	13	4	1
Religious Studies	18	3	3	6	4	1	1	0
Sociology	42	0	0	15	14	9	3	1
Spanish	7	1	3		1	1	1	0
Textiles	4	0	0	1	2	1	0	0
Totals	795	67	117	225	208	115	50	13
Extended Project	56	7	9	27	8	4	0	1

Year 11 GCSE Examinations 2016 - 2017

Subject	Entries	9	8	7	6	5	4	3	2	1	U
English	241	6	14	26	42	52	44	41	10	4	2
English Lit	243	8	12	28	47	46	43	33	16	7	3
Mathematics	244	4	23	22	35	59	38	24	22	15	2
Totals	728	18	49	76	124	157	125	98	48	26	7

Subject	Entries	A*	A	B	C	D	E	F	G	U
Art & Design	81	9	14	27	19	8	3	0	0	0
Biology	141	10	27	45	46	12	0	0	0	0
Business Studies	52	0	3	8	17	11	8	4	1	0
Chemistry	141	12	29	34	49	12	3	1	0	0
D&T Electronic Products	18	0	4	3	2	2	2	1	2	2
D&T Food Technology	29	2	3	3	4	4	10	1	1	1
D&T Graphic Products	40	3	3	15	9	5	4	1	0	0
D&T Resistant Materials	37	2	12	8	8	3	2	0	1	1
D&T Textiles Technology	9	1	1	3	1	1	0	0	1	1
Dance	10		1	5	3	0	1	0	0	0
Drama	30	1	6	9	4	4	6	0	0	0
French	70	6	6	12	10	15	11	8	2	0
Geography	140	14	18	29	38	20	13	3	4	0
German	93	2	3	10	16	32	11	12	6	0
Health & Social Care	25	0	2	6	5	5	3	2	2	0
History	64	5	9	17	9	5	7	5	6	1
Home Economics: Child Development	19	0	1	5	3	4	1	2	1	1
Information Technology	23	2	5	6	6	1	2	0	0	0
Music	18	4	3	4	2	2	2	1	0	0
Physics	144	13	27	43	45	11	0	0	0	1
Psychology	76	2	18	21	14	8	7	4	1	1
Religious Studies	26	0	5	5	6	2	6	2	0	0
Science	104	0	2	7	35	36	13	7	1	2
Science : Additional	104	0	2	8	33	41	9	6	1	2
Spanish	49	3	4	8	10	10	7	5	1	1
Sport / PE Studies	63	3	9	7	12	15	8	2	4	1
Turkish	2	1	1	0	0	0	0	0	0	0
Totals	1608	95	218	348	406	269	139	67	35	15