



BERWICK
UPON TWEED



COMMUNITY
HIGH SCHOOL

Learning · Friendship · Respect





THE AIMS OF THE SCHOOL



- High academic standards.
- Good attendance, punctuality and behaviour.
- High quality teaching and learning.
- A curriculum that meets the needs of all students.
- Enrichment opportunities for all students.



- Effective advice and guidance.
- Strong links with parents.
- Good links with our community.
- Distinction as a high performing specialist college





Berwick upon Tweed Community High School serves the beautiful coastal community of Berwick upon Tweed in north Northumberland. It is a co-educational school for students aged 13-18. It was formed from the amalgamation of the former Berwick Grammar School, a seventeenth century foundation, and four smaller schools. The school occupies relatively old buildings, but teaching accommodation is good and well resourced with outstanding facilities for sport, IT, technology, arts and media education.



In 2009 the school was designated as a high performing specialist school by the DCSF following outstanding examination results and a successful first phase as a specialist Business and Enterprise specialist school. At this time the school took on a second specialism in Applied Learning.



We value learning outside the classroom and sport, the arts, visits and trips are all very important to us. We provide outstanding outdoor education opportunities, including a very successful Duke of Edinburgh's Award scheme. We have good standards for attendance, dress and discipline, but we value highly the personal qualities of friendliness, humour, tolerance and understanding. Our purpose is to help our pupils to develop a love of learning and the values, skills and attitudes that will be required for a purposeful life beyond school.



I hope you find this prospectus helpful and informative. You are welcome to visit at any time. Please contact us first so that someone will be available to show you around.



Berwick upon Tweed Community High School



Berwick upon Tweed Community High School

SPECIALIST COLLEGE

In 2004 we became a specialist Business and Enterprise school. In 2009 we were awarded 'High Performing Specialist School' status by the Department for Children, Schools and Families. We were awarded this status in recognition of the achievement and progress made by our pupils at GCSE level over our first four years as a specialist school. At this time we took on a second specialism in Applied Learning.

We use our specialist status to:

- Raise standards in ICT, mathematics and business studies.
- Raise the attainment of all of our students in all of their subjects.
- Develop our curriculum as an exemplar of good practice.
- Develop as a centre of excellence in business and enterprise education.
- Promote the spirit of enterprise among students, staff and the community.
- Work with our partner schools in our specialist subjects.
- Build strong links with the business community.



SPORT AND THE ARTS

Students have access to a large sports hall, gym, squash courts and a new, high quality fitness suite. Outside there are extensive pitches and tennis courts including a full size, floodlit, all-weather sports pitch. All of our sports facilities are available to the community.



Berwick upon Tweed Community High School

To complement our facilities, we are fortunate to have easy access to the local sports centre and swimming pool.

We operate a thriving Duke of Edinburgh's Award scheme. Each year, over thirty students gain an award at Bronze, Silver or Gold level. The Outdoor Club provides students with the opportunity to undertake safe yet challenging activities including climbing and conservation work. We have an activities week at the end of year 9 with outdoor activities as a popular option. GCSE, BTEC and A level courses are available in sports studies. Our pupils have the opportunity to gain the Junior Sports Leaders Award and the Community Sports Leader Award.

Our students have good opportunities to perform. These include charity events and showcase evenings and each year our Youth Theatre of singers, dancers, actors and musicians produce a school musical. There are workshops in art, music and drama with artists in residence. We have a wind band, choir and drama club. Additional music lessons are available in woodwind, brass, strings, drums, guitar, keyboard and singing. Performing arts courses are available in Key Stage 4 and the 6th form.



Berwick upon Tweed Community High School

VISITS, VISITORS AND TRIPS

We value education outside the classroom. There is a regular programme of visits to universities in the north-east and Scotland to encourage our students to aim for higher education. Overseas visits take place every year, most recently to France, Belgium, Austria and Iceland.

Our students have the opportunity to participate in a wide range of visits and trips in this country. Geography students undertake practical field work in the Lake District and on the Northumbrian coastline. Technology pupils visit London and Edinburgh. History and RE students visit York, Durham, Newcastle and Holy Island. Scientists visit the Centre for Life in Newcastle.

There are theatre visits to Newcastle and London and cultural visits to the Sage Music Centre and art galleries in Edinburgh and London.



- Access to Teachers ■ Accident and Illness
- Admissions ■ Attendance ■ Bullying

ACCESS TO TEACHERS

If, at any time, you would like to talk to a member of staff about an issue affecting your son or daughter, please contact Reception. The first point of contact is usually the Form Tutor and then the Head of Year.

ACCIDENT AND ILLNESS

The school has staff qualified in first-aid. We maintain a list of emergency contact numbers and we request that at least two are provided for each pupil.

If a pupil needs hospital treatment parents will be contacted. If necessary, school staff will escort a pupil to hospital. In an emergency, staff will travel in the ambulance and remain with a pupil until parents arrive at the hospital.

A copy of the First Aid policy and Medical Needs policy is available on the website.



ADMISSIONS

The Local Authority is the local admissions authority for this school. The standard admissions number is 225. Parents are requested to complete a school preference form on behalf of their son or daughter in the autumn term before entry to the school.

A copy of the LA's admissions policy is available from County Hall, Morpeth.

Admission to the 6th form is open to all pupils meeting the criteria for entry. Guidance is available on the most appropriate course of study. The Sixth Form handbook is published on the website.

ATTENDANCE

We publish attendance statistics for each tutor group in school. The governing body receives regular reports on attendance. There is a clear link between attendance and examination success. Our own data shows that if attendance drops below 95% the chances of examination success are reduced considerably. We operate a policy of 'first day contact'. If a pupil fails to attend and no information is received explaining the absence, our attendance officer will contact home.



Leave of absence for holidays

The granting of leave of absence during term time is at the discretion of the Head Teacher and we request that applications are made in writing.

BULLYING

We are committed to valuing every individual. We seek to promote an environment where every student has the right to be a confident, happy and successful learner. We challenge any action or process, be it physical, verbal or psychological, that intimidates or demeans an individual. Anti-social behaviour such as bullying is not tolerated. However, should this happen, appropriate action will be taken to prevent any recurrence. A copy of the Anti-Bullying policy is available on the website.

CAREERS EDUCATION AND GUIDANCE

A full programme of careers education is included within the Preparation for Life course. The school has excellent links with the careers service giving pupils access to the most up to date advice and information. We aim to:

- Prepare pupils for the key decisions they must make at 14, 16 and beyond
- Enable pupils to understand the careers that may be available to them
- Provide a comprehensive information service
- Provide specialist advice and counselling.

CELEBRATION

The ethos of the school encourages praise and recognition for our pupils. We believe that young people respond to encouragement and we reward success. Every term we hold a prize-giving assembly for each year group and present awards for:

- Bronze, silver, gold and platinum merits
- Good progress in subjects and in tutorial work
- Good behaviour
- Excellent attendance
- Pupil of the month
- Exceptional achievement.

The annual public prize-giving ceremony in December is used to acknowledge pupils' success in public examinations and outstanding achievements in school.

We are a Specialist School with specialisms in Business and Enterprise and Applied Learning.

We hold an enterprise awards evening in July each year to which the business community are invited. At this ceremony we present awards to our most enterprising pupils.



CHARGES

Education Visits Any visit that takes place during school hours, whether or not it forms part of the syllabus for a prescribed examination, will be free of charge to pupils. However, voluntary contributions will be sought for such visits. Whilst there is no obligation on the part of parents to contribute to the cost of the activity and pupils will not be treated differently according to whether or not parents make a contribution, the activity may not take place if parents are not able to provide adequate financial support.



Public examinations Parents will not be charged for public examination entries unless the entry is made against the professional advice of the school. Pupils re-taking examinations will be charged the cost of the entry, except where further tuition has

been provided by the school in preparation for the examination.

Instrumental music tuition Parents will be notified of the fees for instrumental music tuition. These are payable termly in advance. Parents will be charged the entry fees for music practical and theory examinations, other than GCSE (or equivalent) and Advanced level.

Remission of charges Parents in receipt of Family Income Support will not be charged for approved educational activities and instrumental tuition fees will be at a reduced rate.

CHILD PROTECTION

We follow the procedures set out in guidelines produced by the Northumberland Safeguarding Children Board.

The school will:

- Appoint a designated senior member of staff, who has undertaken appropriate training
- Update the training every two years
- Ensure there are contingency arrangements should the designated member of staff not be available
- Recognise the importance of the role of the designated person and arrange support and training
- Ensure that every member of staff (including temporary and supply staff and volunteers, and on-site contracted services) and every governor knows the name of the designated person and her / his role and understands that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the NSCB procedures.
- Appoint a designated governor for child protection
- Ensure that there is an effective child protection policy (and associated policies) in place and that it is reviewed annually
- Adopt safe recruitment procedures.

A copy of the Child Protection policy is available on the website.

CITIZENSHIP

The statutory requirement for Citizenship is met by a whole-school approach, where aspects of the programme of study are addressed through participation in assemblies, project days, school council, charity fund-raising events and extra-curricular activities. The Preparation for Life course incorporates all statutory requirements for Citizenship.

COMMUNICATION WITH PARENTS

Communication with parents is important to us. We will provide:

Pre-entry

- A prospectus sent out in Year 8
- An Open Evening for new parents in October of Year 8
- A new parents evening in July of Year 8
- Consultation with parents of pupils with special needs in the term before entry
- A newsletter each term in Year 8.

Years 9 and 10

- Target grades in all subjects
- A progress review day in the first half term
- Reports 6 times each year
- An options brochure in February (Year 9)
- An information evening for parents on Year 10 options
- A subject progress review day in March
- Parents evening.

Year 11

- Progress review day in the first half term
- Reports 4 times each year
- Parents evening
- 6th form brochure in February of Year 11
- An information evening for parents on post-16 options
- A subject review day in March.

The programme for the **Sixth Form** is published in the Sixth Form handbook - see our website.





COMPLAINTS POLICY

The School places great emphasis on ensuring that all aspects of its work are of a high quality. However, there is recognition that from time to time concerns / complaints will be made by parents and other school users. An underlying principle of this procedure is to seek to resolve concerns / complaints informally when they arise. Where concerns / complaints cannot be settled quickly there is a need for a clear, staged process. That procedure is set out below.

Anonymous complaints will not be considered unless there are exceptional circumstances as determined by the Head Teacher. A record will be kept of all complaints.

Our attitude towards complaints is always to try and sort out problems as effectively as we can by providing information and explanations as quickly as possible. Our intention is to provide an initial response to the complaint within ten working days.

If there is an issue that you would like to discuss then please contact your son or daughter's head of year. If a problem is not resolved and you wish to make a formal complaint, please contact the Deputy Head Teacher, who is our complaints co-ordinator. His job is to ensure that your complaint is handled correctly. If you continue to feel that your complaint has not been dealt with in a fair and proper manner please contact the Head Teacher. Having been through this process, if you still feel that you have a complaint please contact the Chairman of Governors. At this stage a complaints committee of the governing body will consider the complaint.

At the complaints committee meeting, the chair of the committee will be responsible for ensuring all parties receive a fair hearing. Both parties will be invited to make oral and/or written representations. Both parties may be accompanied by a friend or representative. The decision of the complaints committee will be made in private and normally communicated to both parties in writing by within five school days of the committee meeting. The decision of the complaints committee will be final. The complainant retains the right to refer the complaint to the local authority.

If the complaint is against the Head Teacher, it will be dealt with by the Chair of Governors working with one other nominated governor. Neither of the governors involved in investigating the complaint against the Head Teacher may then serve on the complaints committee.

All contacts can be made via reception. All formal complaints will receive a written response.



■ Curriculum

CURRICULUM

The school operates a 2 week (25 hours per week, 50 hours per cycle) timetable with 5 one-hour lessons per day. All the core and foundation subjects that form the National Curriculum are taught in Year 9. In Year 9, pupils are placed in teaching groups according to attainment in English, mathematics, science and humanities. In all other subjects they are in mixed ability groups for this introductory year. As part of their IT course all pupils complete an extended project. During year 9 a booklet is published with details of all the courses that will be available in Key Stage four (Years 10 and 11).

Time allocation - Year 9 (per 2 weeks)

Art	2	History	3	PE	4
Design & Technology	2	Home Economics	2	RE	2
English	8	IT & Preparation for Life	7	Science	6
French / German	4	Mathematics	6		
Geography	3	Music	1		

In Year 10 teaching groups are organised by departments to meet the individual needs of pupils which means that many classes are taught in sets. Progress is regularly reviewed. Pupils follow courses leading to either GCSE or vocational awards. Pupils are entered for all subject examinations unless there are exceptional circumstances.

The curriculum provides four pathways for pupils to follow at the start of Year 10. In alphabetical order these are:

- The **Baccalaureate** route for pupils who aspire to study at research-led universities. This route is academic and includes the possibility of two languages, an AS level project and an examination in Critical Thinking at AS level
- The **Flexible** route for pupils who are undecided about their future career and wish to choose options from each pathway
- The **Professional** route for pupils who intend to study at university and go into a professional career. This leads to the award of the English Baccalaureate.
- The **Vocational** route for pupils looking for employment with training before age 19.

A booklet and information evening during year 11, enables pupils and parents to choose an appropriate course of study after 16.

Time allocation - Years 10 and 11 (per 2 weeks)

English and Media	7	Three subjects from Art & Design, Art & Fashion, Business Studies, Child Development, Construction, Food Technology, French, German, Graphic Design, Hair & Beauty* Health & Social Care, History, Music, PE, Performing Arts, Philosophy & Ethics, Product Design, Systems Design, Travel & Tourism.	5 per option
ICT and Enterprise	7/6		
Mathematics	7		
PE	4		
Preparation for Life	1		
RE	1		
Science	8/9		

The majority of our pupils enter the sixth form after taking GCSEs. We have an open entry policy and all pupils are advised about the most appropriate courses to study.



Subjects offered in the Sixth Form*

Advanced level subjects include:

- accounting archaeology art biology business chemistry
- child care and early years dance economics English language
- English literature French general studies geography German
- health and social care history ICT mathematics (and further maths)
- music philosophy photography physics psychology sociology
- sports studies technology.

Vocational courses are available in:

- business childcare engineering hairdressing and beauty therapy
- hospitality and catering ICT practitioners leisure and tourism sport
- media music performing arts ICT business applied science.

A strong emphasis is placed on guidance in the Sixth Form. This has the aim of ensuring that pupils make an appropriate choice of course in further or higher education.

** We cannot guarantee that an AS course in Year 12 will be followed by an A2 course in Year 13. Please note that all courses require viable numbers to operate and no course is guaranteed until the numbers are known.*

When the GCSE and AS results are known, we hold a guidance session for all pupils to plan the next steps in their school career. Each pupil will have a one to one meeting with a senior member of staff to review the results and to plan their timetable for the next academic year.

DAILY TIMETABLE

All main school pupils are required to stay on the school premises throughout the school day, including lunchtime. Exit passes will only be issued in exceptional circumstances.

8.55am	-	9.10am	Registration
9.10am	-	10.10am	Period 1
10.10am	-	11.10am	Period 2
11.10am	-	11.30am	Break 1
11.30am	-	12.30pm	Period 3
12.30pm	-	1.10pm	Lunch
1.10pm	-	2.10pm	Period 4
2.10pm	-	3.10pm	Period 5



PUPIL DESTINATIONS

The recorded destinations for leavers are available as an appendix to the prospectus and published on the website.

EQUIPMENT AND LOST PROPERTY

All pupils are expected to have the following equipment each day:

- Pen pencil ruler planner (provided) bag and sports kit (when required).

Lost property is stored in reception. The school does not accept responsibility for lost equipment and has **no insurance** for such losses.

EXAMINATION RESULTS

Examination results are available on the DFE website.

See www.dcsf.gov.uk/performance/tables

EXTENDED SERVICES

The school has effective links with a wide range of statutory and voluntary agencies including Berwick Youth Project, Children’s Social Services, the Children’s Centre and the Police. We benefit from the services of a ‘School Inclusion Worker’ who works with families to support children in school.

BERWICK HIGH SCHOOL CHARITABLE FUNDS

Applications for small grants are welcome from past and current pupils of Berwick High School, who are under 25 and live in the Berwick district. One-off grants of up to five hundred pounds towards study, training, coaching, outdoor education, field trips, study abroad. No assistance can be offered with activities which can or should be supported by others, for example university course fees.



An application form can be submitted at any time, but the Trustees only meet to discuss applications three times a year (March, November and June).

Further information is available on the website or from our Business Manager who can be contacted via Reception.

GOVERNING BODY

A complete list of members of the Governing Body is available on our website or on request from Reception.

HOMEWORK

Homework is set regularly for all pupils. It is related to specific subjects and includes activities such as investigations, research, interviews, simple experiments, essay writing and projects. The amount and frequency of homework depends on the individual needs of each pupil. All pupils are given a planner to record homework. Revision and extension tasks are posted on BEVLE (Berwick Virtual Learning Environment) accessed via the website.

IMAGES OF PUPILS

The taking of photographs using mobile phones is not allowed. Photographs and video



images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. From time to time, the school will use photographic images of pupils to promote and publicise the school. If you do not want your child’s photograph to be used in this way, please let the Head Teacher know. For special events such as a TV programme specific permission will be requested. Mobile phones with cameras are not allowed to be used in lessons, changing rooms and toilets. Parents are responsible for monitoring their child’s use of cameras and subsequent use of the images involved. Please follow any guidance on filming when attending school events.

- Meals ■ Medical Needs
- Mobile Phones



MEALS

The school operates its own self-service cafeteria. The food provided meets national nutritional standards and vegetarian options are always available. Sample menus and prices are provided at the Year 8 open evening in October and the induction evening in July.

Pupils pay for their meals using a swipe card with cash credits or with a cheque made payable to Northumberland County Council. Pupils entitled to free school meals have credits entered automatically. Packed lunches may be brought to school and eaten in the cafeteria. Drinks are available as well as free, chilled water.

MEDICAL NEEDS

Parents are requested to ensure that the school is aware of medical conditions that may affect a pupil's well-being in school.

Parents are always informed in advance of medical and dental inspections to be carried out in school. We receive excellent support from our school nurse who co-operates with school staff on health education. She can be contacted via school reception.

For many years, schools and the School Health and Dental Services (SHDS) have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this the SHDS need population databases – an up-to-date list of all children attending school. These are used to provide programmes, including immunisation against tuberculosis (BCG) and meningitis C and dental, hearing and vision screening. In response to changes in the Data Protection Act we are required to ensure that parents know that the school gives your child's name, address and date of birth to the SHDS for this purpose. This information will be shared unless you advise the Head Teacher in writing that you do not wish this to happen.

Information about the services offered by the SHDS are detailed in an information leaflet that can be obtained from the school nurse. Please note that no immunisation or dental work is carried out without a signed consent form from the parent or guardian.

A copy of the Medical Needs policy is available on the website.

MOBILE PHONES

Mobile phones may not be used in school between 8.55am and 3.10pm with the exception of break and lunchtime. At all other times, including movement between lessons, they must be switched off and out of sight. Staff will confiscate phones if they see or hear them at any time other than break or lunchtime.



■ Mobile Phones ■ Moving to the High School

■ Pastoral Care

Confiscated phones will be placed in an envelope with a note of the pupil's name and form tutor and handed to the Head Teacher. If the Head Teacher is not available the phone will be retained securely by the teacher and handed to the Head Teacher at the earliest opportunity. Phones will be returned to pupils at the end of the school day. On second and subsequent occasions, they will be returned on receipt of a note from a parent or guardian requesting the return of the phone. Phones will only be returned at the end of a school day.

Pupils who are known to have used their phone to bully, photograph, film or record the voice of other pupils or staff without their consent will be liable to disciplinary procedures, which may include exclusion from school.

Please note that we do not have insurance cover for lost or stolen phones. It is the responsibility of the pupil to keep their phone safe.

MOVING TO THE HIGH SCHOOL

The programme for transition to the high school is as follows:

- The school prospectus is published in September.
- In October, Year 8 pupils and their parents are invited to an open evening.
- Parents make a choice of high school in December.
- Information on pupils with special educational needs is collected.
- A 'Transition to High School' programme is organised for some pupils with special educational needs.
- The Head of Year 9 visits all middle schools in the summer term to meet pupils and talk to them about life in the high school.
- Year 8 pupils visit the High School in July.
- A new parents evening is held in July.
- Attainment and progress information is transferred to the High School in July.
- New Year 9 pupils attend the first day of term with sixth form pupils only.
- A pupil review day is held in October in Year 9 to discuss with parents how well their child has settled in school.



PASTORAL CARE

The pastoral system has three main aims:

- To support pupils' learning
- To create a sense of community
- To help pupils feel happy and secure.

We ensure the care and safety of pupils by having named staff with responsibility for:

- Pupils with special educational needs
- Pupils with medical needs
- 'Looked after' pupils
- Pupils on the child protection register
- The co-ordination of school visits
- The health and safety policy.

In addition:

- Staff duty rotas ensure adequate supervision of the site at all times
- Criminal Records Bureau procedures are rigorous
- Bullying and race equality policies combat oppressive behaviour
- Smoking and drugs policies protect pupils from harmful behaviour
- Attendance and late procedures are rigorous.

Each pupil will join a tutor group in Year 9 and remain in the same group until the end of Year 11. The group tutor works with a head of year. These are key people from whom, it is hoped, pupils and parents will seek information and guidance. They are friendly and approachable and always willing to help. They monitor attendance and progress and will usually be the first point of contact for parents.

The school is an orderly, calm and pleasant place in which to work and our pupils are generally kind, courteous and pleasant. In order to encourage positive behaviour, we aim to ensure the following:

- The provision of clear guidelines for pupil behaviour
- The establishment of good, friendly, working relationships
- Opportunities for success for all pupils
- The use of sanctions when necessary, which are seen to be fair, appropriate and consistent. These sanctions include:
 - Extra work
 - Short term removal from class
 - Detentions
 - Daily reports.

We have a structured discipline policy that allows us to deal effectively with incidents as they arise. On occasions parents may be invited into school to discuss their son or daughter's behaviour. In exceptional circumstances, the Head Teacher may exclude pupils from school. Parents have the right to appeal if they wish to contest this sanction.

PLANNERS

A planner is issued to every pupil at the start of each year. It is used to record the timetable and homework. Parents are requested to check planners each week. It can be used for simple notes and reminders.

PUBLICATIONS POLICY

The Freedom of Information Act requires schools to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Please ask at reception if you would like to see the scheme or receive a copy free of charge.



RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious education is taught using the Northumberland agreed syllabus (available for inspection in school). Moral and spiritual development is taught in RE, assemblies and through the ethos and values that pervade the school. All pupils have the opportunity to take a GCSE short course in RE. GCSE Philosophy and Ethics is an option in Years 10 and 11. An advanced level course is available in the Sixth Form.

Morning Assemblies are held once a week for each year group. These include consideration of moral and spiritual themes in a non-denominational manner. Parents have the right to withdraw their child from Assemblies and RE in accordance with the 1944 Education Act.

SAFEGUARDING

Everyone working in, or for, Berwick Community High School shares an objective to help keep children and young people safe by contributing to the provision of a safe environment for young people to learn and develop. All staff will take responsibility for

■ Safeguarding ■ School Council

■ Sex Education

safeguarding and promoting the welfare of children. This will include identifying young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

We ensure the care and safety of pupils by having named staff with responsibility for:

- Pupils with special educational needs
- Pupils with medical needs
- 'Looked after' pupils
- Pupils on the child protection register
- The co-ordination of school visits
- The health and safety policy.

A copy of the Safeguarding policy is available on the website.



SCHOOL COUNCIL

The views of pupils are heard formally via a system of councils. Each tutor group elects two representatives on to the Year Council. Each year group elects two representatives on to the School Council. The School Council is chaired by senior pupils and reports to the Head Teacher. Our senior pupils organise a 'Pupil Voice' conference each year for pupils in all the Berwick schools. We encourage our pupils to stand for election to the Northumberland Youth Cabinet.

The Head Teacher meets regularly with a representative group of pupils from each year group to hear their views. An online pupil survey is carried out annually and there are two 6th Form teaching and learning surveys each year.

SEX EDUCATION

Sex education takes place in Preparation for Life (P4L) classes. Topics are carefully structured according to age and are taught in a practical, informative way. The school nurse contributes a module on 'sexual health'. Parents who feel strongly that it is their responsibility to provide sex education have the right to request that their child is withdrawn from these lessons. They should contact the Head Teacher to make the necessary arrangements. The school policy is available on the website.





SMOKING

Smoking is not permitted anywhere on the school site. Pupils are not permitted to smoke at any time whilst they are wearing our school uniform.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

The school has the following specialist staff responsible for pupils with special educational needs:

- The Special Educational Needs Co-ordinator (SENCO)
- The Inclusion Manager.

Some pupils will need additional help if they are to make progress and enjoy learning. We liaise closely with middle schools to identify these pupils and prepare for their arrival in the high school. All teachers are made aware of the special needs of pupils and we have close links with statutory and voluntary agencies that provide help and advice. Specialist teaching assistants provide support for designated pupils in the classroom. In certain circumstances pupils are withdrawn from class but at no time is an identifiable group of pupils with special educational needs created. The school site consists of several multi-storey buildings. Ramps are available and a lift provides access to all floors in the tower block. There are many flights of stairs around the school. Access for some pupils may be difficult and, if your child is likely to be affected, we recommend an early discussion with our SENCO. A copy of the SEN policy is on the website.

SPORT

Our sporting aims are:

- To develop in pupils confidence in their physical abilities
- To educate pupils about the benefits of an active, healthy lifestyle
- To enable students to respond to opportunities, challenges and responsibilities.

We have a strong sporting ethos with high standards for performance, dress and behaviour. Pupils have access to a large sports hall, gym, squash courts and fitness suite. Outside there are extensive pitches and tennis courts including a full size, floodlit, all-weather pitch. We are fortunate to have access to the excellent facilities, including the swimming pool, at the local sports centre.

Please note that the school has **no insurance cover** for loss or damage to personal property and pupils are strongly advised not to leave valuable items in changing rooms.



■ Sport

■ Teaching and Learning

Sportswear - Boys

- Reversible rugby shirt in school colours - available at Robertsons
- White BHS sports shirt (available from school / Robertsons in the summer)
- Black shorts
- BHS socks
- Trainers
- Football /rugby boots
- Swimming trunks
- Shinguards
- Gumshield.

Sportswear - Girls

- Reversible rugby shirt in school colours - available at Robertsons
- White BHS sports shirt (available from school / Robertsons in the summer)
- Black shorts and/or games skirt
- BHS socks
- Trainers
- Hockey boots
- Swimming costume
- Gumshield.



All items of clothing should be marked clearly with the owner's name.

Where possible, pupils who are unable to participate in PE will be asked to referee, supervise, observe or coach an activity.

TEACHING AND LEARNING

We seek to achieve two broad aims through the curriculum:

1 To provide opportunities for all pupils to learn and to achieve

- Developing an enjoyment of, and commitment to, learning.
- Encouraging and stimulating the best possible progress and the highest attainment in pupils.
- Building on pupils' strengths, interests and experiences.
- Developing in pupils the confidence and capacity to learn and work independently and collaboratively.
- Equipping pupils with the essential learning skills of literacy, numeracy and information and communications technology.
- Promoting to pupils the value of an enquiring mind and developing the capacity to think rationally.
- Developing pupils' sense of identity through knowledge and understanding of the spiritual, moral, social and cultural heritage of Britain's diverse society and of the global dimension of their lives.
- Encouraging pupils to appreciate human aspirations and achievements in scientific, technological and social fields.
- Providing varied contexts for pupils to acquire, develop and apply a broad range of knowledge, understanding and skills.
- Enabling pupils to think creatively and critically and to solve problems.
- Providing opportunities to be creative, innovative, enterprising and capable of leadership.
- Developing pupils' physical skills and encouraging them to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe.

■ Teaching and Learning

■ Transport

2 To promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the responsibilities, opportunities and experiences of life.

This includes:

- Developing principles for distinguishing between right and wrong.
- Developing knowledge, understanding and appreciation of their own and others beliefs and cultures.
- Developing pupils' integrity and autonomy enabling them to be responsible and caring citizens.
- Promoting equal opportunities.
- Developing awareness and understanding of, and respect for, the environment.
- Equipping pupils as consumers who make informed judgements and independent decisions and understand their responsibilities and rights.
- Promoting pupils' self-esteem and emotional well being.
- Helping pupils to form and maintain worthwhile and satisfying relationships based on respect for themselves and others.
- Enabling pupils to respond to opportunities, challenges and responsibilities.
- Preparing pupils for the next steps in their education, training and employment.



TRANSPORT

Many pupils travel to school by bus. The arrangements for transport, contracts with the bus companies and bus passes for pupils who live more than 3 miles from the school are dealt with by the Local Authority at County Hall, Morpeth.

Parents are responsible for the behaviour of their children when travelling on buses.

The school will do all it reasonably can to ensure good behaviour. Permission to travel can be withdrawn by the LA if pupils jeopardise the safety of other pupils by poor behaviour.

We have a school transport coordinator (STC) who liaises with bus drivers and pupils. The STC can be contacted via reception.



UNIFORM

ITEM	SHOULD HAVE / SHOULD BE	SHOULD NOT HAVE / SHOULD NOT BE	ADDITIONAL INFORMATION
Blazer	Plain black with school badge.		
Plain white shirt	Long enough to tuck into trousers / skirt. Have a suitable collar for a tie (hard collar) and must button to the neck.	Embroidery features or open necklines.	Standard white school shirt. If a tee shirt is worn under the school shirt then it should be plain white.
Black shoes	Plain black shoes suitable for walking to and from school in most weather conditions.	Extremely high heels. No higher than 5cm for guidance. Open-toed / backless shoes. Training or leisure shoes (even if black). No canvas plimsolls. Elaborate decorative features.	Sensible school shoes not boots. No toe caps. If shoes could be mistaken for training shoes then they are not appropriate.
Skirt	Plain black. Reasonable length.	For guidance no more than 5cm above the knee.	Tights / socks worn with skirts should be neutral in colour - black, navy, brown.
Trousers	Plain black.	Denim. Studs / slit backs. Large flares wider than the length of the foot. No large, decorative or coloured belts.	Plain school trousers.
School Tie	Standard school clip-on tie.		
Overcoats (optional)	Plain practical colour.	Logos or lettering apart from a small manufacturer's label. Track suit tops or adidas-type striped jackets. Hoodies or sweatshirts. Denim / leather coats. Overcoats should not be worn in place of a blazer.	
Jumper (optional)	Plain Black 'V' neck jumper or plain black cardigan (mid hip length).	Cardigans / jumpers must not be too long i.e. below hip.	Tie must be visible.

Jewellery should not be worn to school One pair of plain ear studs may be worn if necessary. Make up, if worn should be discrete. Hair accessories should be discrete. A plain hat may be worn outside school buildings from October half term to Easter. Facial piercings are not allowed in any circumstances.

In very bad weather conditions outdoor boots can be worn to school, but students should bring shoes to change into at school.

All pupils should have a suitable school bag and are expected to provide their own pens, pencils and rulers.

Protective clothing Where required (Technology, Science, Art) this will be provided by the school.

Clothing and personal property should be marked clearly with the owner's name.

■ Teachers and Support Staff

Teachers and Support Staff - September 2011

Ms K. Airey	Head of IAG, Mathematics	Mrs S. Lockhart	Administration – Student Support
Mr N. Allen	ICT	Ms E. Mallory	Study Centre
Mr J. Allis	ICT, Microsoft Academy, VLE	Mr B. Maynard	Site Manager
Mrs H. Arthur	Head of Geography	Mrs R. McEwen	Science
Mrs K. Bagley	Administration - finance	Ms G. McFadden	Teaching assistant
Miss N. Bell	Librarian, cover supervisor	Ms N. Miles	Design, Health & Early Years
Ms S. Blain	Assistant Head Teacher, Science	Ms N. Moffat	Design, Health & Early Years technician
Miss F. Bly	Head of Science	Mrs B. Morris	Examinations Officer
Mr P. Brooke	English	Miss J. Morton	Teaching assistant
Mrs J. Brothwood	Head of English	Mr J. Morton	Catering assistant
Mrs N. Broughton	Cover supervisor	Mr I. Murray	Deputy Head Teacher
Mrs S. Campbell	Administration - pupil support	Mrs M. Patterson	Physical Education
Mr J. Carpenter	ICT technician	Mr J. Perry	Director of Vocational Services
Mrs K. Carr	Cover supervisor	Mr A. Plenderleith	Head of Mathematics
Mr P. Carr	Psychology	Mrs P. Plenderleith	Head of Art
Ms P. Clegg	Pupil Mentor	Mrs V. Potts	Physical Education
Miss K. Coulton	English – Progress Manager	Ms E. Pringle	Science, ICT
Mr R. Cresswell	Mathematics	Mr S. Quinlan	Head Teacher
Mrs E. Crossan	Administration - examinations	Mr T. Roake	Business Education, History, PSHE
Dr N. Dalrymple	English	Mr M. Robey	Teaching assistant
Ms N. Duggan	Science	Ms C. Robb	Head of Music
Mr C. Elvin	Assistant Head Teacher, Physical Education	Mrs D. Robinson	Catering assistant
Mrs F. Farish	Assistant Catering manager	Mr P. Robinson	ICT technician
Miss Sarah Flanagan	ICT – Progress Manager	Mr C. Routledge	Craft, Design, Technology technician
Mrs L. Fowler	Head of Study Centre, Head of Year	Mrs J. Routledge	Administration - Reception
Mrs P. Galloway	Administration - 6th Form	Mrs J. Ruddick	Catering assistant
Mrs B. Golightly	Head of Year, Child Protection, Design, Health & Early Years	Mr C. Scott	Craft, Design Technology
Mrs D. Graham	Science technician	Mrs K. Scott	Head of Learning Support
Mrs F. Greenlees	Teaching assistant, Lunchtime supervisor	Mrs K. Short	Catering assistant
Ms L. Gregson	Mathematics, VLE	Ms C. Simpson	Head of ICT
Ms P. Griffiths	Head of Performing Arts, English	Ms G. Skelly	Teaching assistant
Mrs D. Guthrie	Work Experience co-ordinator	Mrs J. Slater	Modern Foreign Languages
Ms J. Hamilton	Art	Mr C. Spencer	Head of Design, Health and Early Years
Ms L. Hart	Geography	Ms J. Spowart-Clements	Assistant Head Teacher, English
Mr R. Harvey	Head of Physical Education	Mrs S. Stones	Head of Year, Design, Health & Early Years
Mr E. Hill	Outdoor Education Co-ordinator	Mrs C. Straughan	Head Teacher's PA.
Mrs P. Hill	Head of History	Mrs K. Straughan	Mathematics – Progress Manager
Miss L. Hogg	Physical Education	Mr S. Sutherland	Caretaker
Mrs E. Holmes	Head of Business and Enterprise Education	Mrs D. Swinney	Teaching assistant, Lunchtime supervisor
Mr P. Hubbard	Head of Craft, Design, Technology	Mrs D. Tait	Craft, Design, Technology
Mr J. Huddart	Media Studies	Mr G. Thomas	Mathematics, PE
Mrs A. Hudson	Catering Manager	Mrs W. Truscott	Assistant Head Teacher, Mathematics
Mr E. Jefferson	ICT Manager	Mrs S. Virtue	Teaching assistant
Mr E. Jefferson	Assistant caretaker	Mrs Y. Weatherburn	Catering assistant
Mrs S. Johnson	Science technician	Ms P. Weightman	Teaching assistant
Mrs H. Joy	Business Manager	Ms S. Wilson	Science – Progress Manager
Ms A. Kanaki	Head of Modern Foreign Languages	Mr C. Wooler	Science
Mrs K. Knight	Teaching assistant	Ms B. Young	Early Years
Mrs C. Lambert	Catering assistant	Mr I. Yule	Teaching assistant
Mrs A. Leadbitter	Head of Religious Education		
Ms K. Lee	Administration – Reception and Student Support		



BERWICK
UPON TWEED



COMMUNITY
HIGH SCHOOL

Berwick upon Tweed Community High School

Adams Drive

Berwick upon Tweed · TD15 2JF

Telephone: **01289 305083**

Fax: 01289 302681

Email: admin@berwickhigh.northumberland.sch.uk

www.berwickhighschool.co.uk

SCHOOL DESIGNATION:

Community

Comprehensive

Specialist Business and Enterprise College

LOCAL AUTHORITY: Northumberland

ADMISSIONS:

The Standard number for admissions to the school is 225

Designed and Produced by Acorn Design & Marketing · 01670 514452 · www.acorndesignmarketing.co.uk

