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## Elemore Hall School

Headteacher: Richard Royle

7<sup>th</sup> September 2018

Dear Parent/Carer

I am writing to you at the start of the new academic year to give you some information and to remind you of a few expectations that we have.

We want your child to be as successful as possible in their education and to be able to fully benefit from their time at Elemore Hall School. Every lesson and experience that we provide contributes towards the overall success, progress and achievement that a pupil can enjoy at school. You can support your child best by doing the following things:-

- Ensure that your child attends school regularly – aim for 100% if possible. If your child is going to be absent from school for any reason please let the school know.
- Encourage your child to do their best in lessons
- Ensure that your child always wears their uniform
- Make sure that your child has the correct clothing and equipment for PE
- Attend meetings for your child in school
- Ask your child about what they have been learning, take an interest in their education
- Encourage your child to read – this can be anything, books, magazines, newspapers
- Make sure that your child has a good nights sleep – remove/switch off electronic gadgets, games and phones at least an hour before bed time
- Ensure that your child has a suitable breakfast. Please avoid food and drink that is high in sugar. Energy drinks and chocolate bars are not suitable items for breakfast.
- If your child is prescribed medication, please make certain that they take it regularly
- We will occasionally set homework or bonus tasks for pupils to finish outside the classroom day – please support your child in completing these

### **MORE DETAILS**

#### **Uniform**

We have issued your child with two white polo shirts and two hoodies. As a school we give these items of clothing out at the start of every academic year and do not make a charge, however all pupils are expected to wear uniform every day (unless there is a special event such as Children in Need) and most pupils are now doing this.

We understand that some pupils do not want to wear a uniform but it is an expectation of the school and as such should be followed. Pupils who wear the uniform will be eligible for rewards and will be able to take part in off-site visits and events.

It is such a simple and low cost uniform that there is no reason why pupils cannot wear it. If you want to purchase additional items this can be done through school at very reasonable

prices, alternatively you can source the items from elsewhere but they must be plain without any visible logos.

### **Footwear**

Pupils should wear sensible shoes/trainers. They will need different training shoes for PE.

### **Coat**

Whilst your child will spend much of their time indoors, there are occasions on the timetable and also breaks and lunchtimes where pupils may be outside, there are also occasional offsite visits as part of the curriculum. It is important that every pupil has a warm (preferably waterproof) jacket or coat.

### **PE lessons**

For health & safety and hygiene reasons, pupils are expected to change clothing and footwear for PE lessons. Pupils are expected to bring their own PE kit into school to use, this should consist of:-

- Shorts/tracksuit trousers, t-shirt, sweatshirt,
- spare socks & underwear,
- training shoes with **non-marking soles** for use in the sports hall (different from those worn during the school day),
- outdoor training shoes for use on the yard or grass pitch,
- pupils may also bring football boots and training tops into appropriate lessons.

If a pupil does not have their own kit, they will be provided with spare clothing from school supplies and expected to wear it. On some occasions if pupils do not have appropriate kit, they may be required to do written PE work in place of a practical session. Repeated refusal or failure to change for PE may result in detention.

Every pupil has two timetables PE lessons a week, however occasionally there may be additional lessons so it would be a good idea for them to bring kit into school on a Monday and take it home on a Friday for washing.

### **Lockers**

There is a locker available for your child to use. All they need is a padlock to ensure that they can lock their possessions away safely. We recommend a combination padlock as then there is no key to lose.

### **Mobile phones**

Mobile phones present the school with a huge problem as we are aware that many pupils feel strongly attached to their phones but lack the will-power or maturity to be able to manage their use appropriately. Due to the potential for misuse, pupils are not allowed to be in possession of a mobile phone during the school day. We would prefer pupils to leave their mobile phones at home, however if they do bring them to school they must be handed in on arrival, they will be returned at the end of the day.

There are occasions where parents/carers need to contact their child during school time or where a pupil wants to phone home – in these situations parents/carers should phone the school number and we will arrange for your child to take the call in a convenient location. Where pupils want to contact home during the day they should ask the Duty Coordinator who will arrange it. If a pupil is caught using their phone during the school day it may be confiscated until their parent/carer can collect it from school. If a pupil refuses to comply with his expectation they may be isolated in the school or excluded.

Some pupils have used their phones for taking photographs, videos or other recordings of other pupils, staff or events in school without consent, this could be a breach of Data Protection Law especially if the photograph or video is then posted on line or used in any way. Any pupil caught filming may have their phone confiscated until the images are erased, may be excluded or there may be Police involvement.

### **Smoking**

We are aware that a number of pupils smoke cigarettes outside school and that they find it difficult to break the habit within school. As a school and county council site, smoking is not allowed on our premises and therefore staff need to speak with pupils who they see smoking to remind them of this rule. We are holding smoking cessation classes in school for pupils who want to give up however support from home would also be helpful. If you are aware that your child smokes, please can you encourage them not to, especially in school. Any pupil who continually flaunts this rule will be kept for a detention.

### **Attendance**

It is an expectation that pupils will aim to have 100% attendance at school, the government considers 'good' attendance to be over 95%. This means that any child should have a maximum of nine days absence for any reason per year. Absence includes illness, appointments, exclusions and term-time holidays.

We understand that there are occasionally circumstances where a pupil cannot attend however we ask that you try to make these occasions as few as possible. It greatly assists a pupil's ability to make progress and achieve if they have good attendance at school and in lessons.

**Absence** If your child is absent from school it is your responsibility as a parent/carer to contact the school to explain why, please remember to do this so that we can accurately record the reason for absence.

**Term time holiday** in line with government policy, term time holidays will only be approved in exceptional circumstances. A letter asking for approval should be sent to myself at the earliest opportunity. It should be noted that most requests for a holiday in term time will be refused.

**Appointments** wherever possible we would ask to make appointments such as medical or opticians outside of normal school time. If they do fall in school time we ask that you try to return your child to school as soon as possible.

### **Educational Psychologist and School Nurse**

An educational psychologist and school nurse both visit the school for a morning per week for most weeks of the year. They offer drop in sessions for pupils who have concerns about some aspect of their lives or need a little advice or guidance. This forms part of the overall provision at the school and we hope that now we have it we can maintain it into the future.

Some of the key areas for the school nurse are linked to health promotion, including smoking cessation and diet, and sex education. The school nurse does not provide any of the services that you might already get from your GP or CAMHS.

### **School website**

The school website is constantly being updated, if you have not done so I would encourage you to take a look at it. The Blog section is regularly updated to show some of the things that have been happening in school. If you have any comments regarding the website or any additional information that we might include please let the school know. The website can be found at:- [www.elemorehallschool.com](http://www.elemorehallschool.com)

### **Dates for your diary**

Monday 15 <sup>th</sup> October	Progress and Achievement Meetings for Years 10, 11 & M
Tuesday 16 <sup>th</sup> October	Progress and Achievement Meetings for Years 7, 8 & 9
Friday 19 <sup>th</sup> October	Break up for half term holiday
Monday 29 <sup>th</sup> October	School re-opens
Thursday 20 <sup>th</sup> December	Christmas Concert
Friday 21 <sup>st</sup> December	Break up for Christmas Holiday
Monday 7 <sup>th</sup> January	School re-opens
Monday 11 <sup>th</sup> February	Progress and Achievement Meetings for Years 10, 11 & M
Tuesday 12 <sup>th</sup> February	Progress and Achievement Meetings for Years 7, 8 & 9
Friday 15 <sup>th</sup> February	Break up for half term holiday
Monday 25 <sup>th</sup> February	School re-opens
Friday 5 <sup>th</sup> April	Break up for Easter Holiday
Tuesday 23 <sup>rd</sup> April	School re-opens
Monday 6 <sup>th</sup> May	School Closed for May Bank Holiday
Monday 20 <sup>th</sup> May	Progress and Achievement Meetings for Years 10, 11 & M
Tuesday 21 <sup>st</sup> May	Progress and Achievement Meetings for Years 7, 8 & 9
Friday 24 <sup>th</sup> May	Break up for half term holiday
Monday 3 <sup>rd</sup> June	School re-opens
Thursday 18 <sup>th</sup> July	Open Day
Friday 19 <sup>th</sup> July	Break up for the Summer Holiday

### **Year 11 GCSE Examinations 2019**

We do not have the exact dates yet, however the exams will be held between 13<sup>th</sup> May and 28<sup>th</sup> June – it is essential that your child has excellent attendance this year and particularly over the examination period. Some subjects such as Art, Photography, Resistant Materials and Food Technology have exams based on coursework, these are ongoing throughout the year and reinforce the importance of your child attending every day and making the most of the educational opportunities on offer.

### **Personal Tutor**

You should by now have had contact with your child's personal tutor, this is the first person that you should speak with in school if you have any concerns about your child or want to know what is going on. They should be able to answer your questions, if they can't they will pass you on to someone who can.

Yours sincerely

Richard Royle  
Headteacher