



Courage. Commitment. Compassion.

# New to Newlands?

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What you need to know when you join our Sixth Form...



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# Welcome Message



I'm delighted to welcome you to our Sixth Form!

Whilst academic achievement is only one facet of Newland's life, we are nevertheless extremely proud of our students' exam results and university destinations. This year, 83% of our students went on to university, with 31% accepting places from the Russell Group institutions.

This information pack supplements the Sixth Form Contract which all students receive and sign at the start of the academic year. In addition, each student receives a Sixth Form Planner which contains detailed information about a variety of subjects, including our attendance policy and safeguarding procedures.

**Mrs S Nuttycombe**  
HEAD OF SIXTH FORM

# Our values

Everything we do at Newlands is underpinned by our 3Cs:  
Courage, Commitment and Compassion.

We expect our students to be courageous, from taking on activities and challenges that they have not faced before to tackling new concepts in lessons that may seem challenging. They will make lots of new friends that will last a lifetime and have the opportunity to experience many new pursuits. Whatever they choose to do in the future, by showing courage in everything they do, our students will be well equipped to face whatever the next stage of their lives may be.

Our students are committed to working hard, but they are also deeply loyal to our school. There is a wealth of opportunities to be involved with from sports to student leadership, performing arts to academic societies. We would encourage all new students to get involved with as much as possible. Lessons will sometimes be hard, but showing determination and commitment to embracing learning is all that we ask.

Finally, we expect students to show compassion both in school and in the wider community. We are a diverse school and expect students and staff alike to be tolerant, respectful and kind. We see this every day in the happy students who attend Newlands and treat each other in the manner that they would like to be treated themselves.

What follows is practical information that covers some key information to supplement that already provided in the Sixth Form Contract and Planner.

# The School Day



All students are expected to be in their Form room by 8:35 am The gates open at 8:25 am

If a student is late, this is recorded in the register. We take punctuality very seriously and issue detentions for students who are repeatedly late. The Head of Year may also wish to meet the parents or carers of students who are repeatedly late.

At the end of the day, students are expected to leave the premises unless they are staying for a club, or a member of staff has requested that they do so. All students must remain on site during the school day.

If a student needs to leave during the day e.g. for a medical appointment or music examination they must be collected from the school Reception by a parent or carer.

Students are permitted to study at home from 1:10pm if they have no taught lessons in the afternoon. Students must tap out if they leave the school site.



# Arbor



We have recently moved our school Management Information System (MIS) to Arbor.

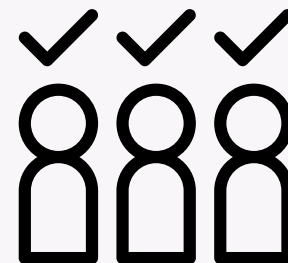
Arbor is used to send out letters, reminders, information about events, copies of our electronic weekly newsletter Newlands News, and the Sixth Form Bulletin.

Another facility allows parents and carers to advise us that their daughter is going to be absent from school and to view their daughter's timetable and attendance using the Arbor site or app. If a student is absent and you have not informed the school, you will receive an email informing you of the absence and requesting that you email [attendance@newlandsgirls.co.uk](mailto:attendance@newlandsgirls.co.uk) to explain this. By sending messages directly to you we can ensure that if your daughter is absent, you can reply quickly and easily to inform us and help keep them safe.

In preparation, we ask that you download the Arbor Parent App onto your mobile phone / tablet in preparation for when we send you a link when your daughter begins at Newlands to access this system.

Parents and carers are able to make certain changes to their daughter's details via this system. To enable us to send messages to you, it is very important that Box A on the Admission Form is completed with all your contact details, including an email address.

# Attendance



Students who attend school are more likely to do well and achieve their full potential both academically and personally. To give your daughter the best chance possible, they need to be in school. It is the responsibility of parents and carers, staff, students and governors to ensure all students have good attendance.

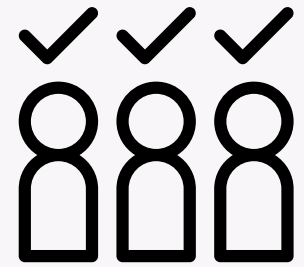
There is a clear link between attendance rates and high achievement. Good attendance is seen as being at least 97%. Attendance below 95% is a cause for concern and below 90% is classified as persistent absence.

Missing just a few days from school may seem unimportant and harmless however; the impact to a student's education should not be underestimated. A 90% attendance rate over a daughter's time at school means they have missed four weeks of school.

The following table shows the amount of learning time lost through absence.

| Attendance rate | Equals days absent | Equals weeks absent | Number of lessons missed |
|-----------------|--------------------|---------------------|--------------------------|
| 95%             | 10 days            | 2 weeks             | 50 lessons               |
| 90%             | 20 days            | 4 weeks             | 100 lessons              |
| 85%             | 30 days            | 6 weeks             | 150 lessons              |
| 80%             | 40 days            | 8 weeks             | 200 lessons              |

# Attendance



How can you help your daughter's attendance?

**Illness** If you are unsure if your daughter is ill, send them in anyway. We will send them home if they are genuinely unwell. Your daughter can be given medication at school such as paracetamol or antibiotics. Do not let the administration of medication be a reason for students staying at home.

If your daughter is absent due to illness, do not give them another day "just to make sure" or "because it's Friday anyway". Send them back to school as soon as they are well.

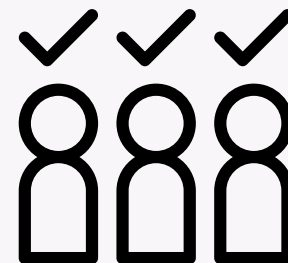
**Medical appointments** Make sure all medical appointments are outside school hours. If medical appointments are essential, please arrange these between morning and afternoon registration where possible.

**Holidays** Holidays during term-time will not be authorised. This includes extended visits to relatives overseas. Any planned absence needs to be agreed by the Headteacher and will be granted on a case by case basis and in advance. Any holidays or periods of absence taken which have not been approved will be recorded as unauthorised absence and may result in a fine.

**Using Arbor to monitor your daughter's attendance** The introduction of Arbor allows you to keep track of your daughter's attendance each day and over time. Please do use Arbor regularly to discuss your daughter's attendance. Form Tutors will be using Arbor to monitor attendance for students and you can find further information on how to review attendance in the Arbor guide. It is also possible to report absence via Arbor.

You will receive further information about Arbor in September.

# Attendance



## How we will support your daughter's attendance

If your daughter is absent without authorisation the school will text, email or phone home on the first day of absence to check the reason for their absence. If your daughter's attendance starts to fall, their Form Tutor will discuss this with them to identify if there are any issues. If attendance continues to fall, the school's Attendance Officer and Head of Year will meet with the student to support improving their attendance. If attendance falls below 90%, the Attendance Officer will send a letter of concern home, explaining our concern and further meetings may held. Where attendance does not improve, a referral will be made to the Educational Welfare Officer (EWO) and parents and carers will be invited into school for an attendance meeting. Following this, if attendance still does not improve, a Fixed Penalty Notice may be issued.

**Fixed Penalty Notices (FPNs)** FPNs may be issued in cases where students are either absent from school without authorisation or when an absence is linked to a holiday application that has not been authorised. Further information on FPNs can be found here: School attendance and absence: Legal action to enforce school attendance - GOV.UK ([www.gov.uk](http://www.gov.uk))

**Who can I contact?** To report an absence, you can contact the Attendance Office by phone: **01628 502663** or email: **[attendance@newlandsgirls.co.uk](mailto:attendance@newlandsgirls.co.uk)**. You can also report an absence via the Arbor app or web site. If you are concerned about your daughter's attendance, in the first instance please contact their Form Tutor or Head of Year.



# PASTORAL CARE AND STUDENT WELLBEING

At Newlands, we pride ourselves on our excellent pastoral care. The Form Tutor is an important role in the school. Your daughter will see them every morning and they will play a key role in helping all new students settle in and checking that they are prepared for the day ahead.

The Form Tutors will become your first point of contact should you have any questions or concerns. Each year group also has a Head of Year (HOY), who oversees the personal and academic development of the students.

Working closely with the pastoral teaching staff, the Wellbeing Hub is run by our team of Wellbeing Practitioners and aims to meet the emotional needs of all students. In addition to one-to-one appointments and group work, the team have an open-door policy for students to drop in at break and lunchtimes.

# Houses & Rewards

As a school community, we feel passionately that a well-established House and rewards system has innumerable benefits including, but not limited to, instilling our school values: courage, commitment, and compassion.

## House System

All students are placed into a House. Each House has an affiliated colour and is named after inspirational women:

- Jane Austen (pink)
- Emily, Charlotte and Anne Bronte (green)
- Marie Curie (yellow)
- Grace Darling (purple)
- Amelia Earhart (orange)
- Anne Frank (blue)



Students earn House Points, which will contribute towards the overall winning House. These House Points will be logged on Arbor by teachers so parents, carers and students can see how many points have been awarded. In regular House Assemblies, the students with the most House Points are awarded prizes. Students are also able to enter competitions and volunteer for House leadership opportunities.

We also reward students for meeting our values through their attitude, efforts and academic achievements. These rewards include:

- Praise during lessons
- Positive comments in written feedback
- Excellent letters following Progress Reports
- Phone calls home
- Postcards
- Including your work in displays
- Public recognition in assemblies, Newlands News and Reward Assemblies
- Assemblies
- Hot Chocolate with the Head

# Uniform

Sixth Form students are encouraged to take pride in their appearance and must wear the Sixth Form uniform, which is appropriate for the business environment, as we believe that this is a student's place of work.

The Sixth Form uniform is a tailored black skirt or trouser suit, which is available to purchase from Goyals or School Direct. To make the uniform more affordable, students may purchase their black suit from a retailer of their choice, as long as it is suitable business wear. Students can wear a top of their choice and appropriate footwear (e.g. shoes not trainers).

The following do not comply with the Sixth Form dress code:

- Tops with large logos or writing on them
- Revealing or low-cut tops
- Hoodies or sweatshirts (even with school logo)
- Ugg style boots, Doc Martin style boots
- Trainers / canvas shoes or flip flops
- Multiple inappropriate piercings (final decision, regarding piercings, lie with the Head of Sixth Form and the Headteacher).
- Unnatural hair colour



# Equipment



Students should bring ALL the following to school EVERYDAY:

- Lanyard and ID badge (these will be provided by the school)
- Relevant text books / subject folders for the day
- Pencil case (pens, pencils, highlighters, sharpener, rubber, ruler)
- Calculator/Maths Equipment if relevant
- A4 lined paper
- A small supply of plain paper
- Sixth Form Planner (this will be provided by the school)
- Laptop (if using your own)
- Refillable water bottle

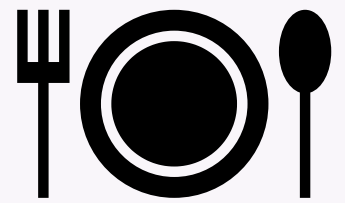
We believe that reading for pleasure shouldn't stop when students move to Sixth Form. Students should ensure they always have a reading book in school: there will be dedicated independent reading time during morning registration on a regular basis.

Students need to provide their own padlock (a numerical one is preferred) to secure their lockers.

The school's insurance does not cover students' personal possessions. We therefore cannot accept responsibility for loss or damage to students' property whilst in the school buildings or grounds. Each student must take responsibility for their own belongings, and we urge parents to arrange their own insurance for valuable items such as bicycles or musical instruments. Parents are also advised to take out a personal accident policy for their daughterren if they are likely to participate in out-of-school sports.



# Catering



A wide variety of food and drink is served in the Canteen and in the Sixth Form Cafe at break and lunchtime each day. Students can choose from a selection of individually priced items ranging from soup and paninis to a full cooked meal with vegetarian options. Students may bring a packed lunch if they wish.

We use a cashless catering system (please see next page). Students pay using their biometric data and parents and carers are able to top up students' accounts using the iPayimpact website. This also allows parents and carers to see how their daughter is using their account by seeing previous purchases.

New students are scanned during their first day with us. No actual finger prints are stored and a series of anonymised data points are used to identify students.

Students eating food are allowed in the Canteen, Hall or the outdoor spaces. Food is not allowed to be eaten in classrooms or corridors.



# Biometric Data

At Newlands Girls' School we operate a biometric recognition system in our canteen. This allows the till registers to recognise pupils using finger imaging, greatly improving security and efficiency. The benefits include:

- Improved security when processing financial transactions in the school
- No cost to parents and administration time to replace lost or forgotten cards
- Reduction in opportunities for pupils using each other's or lost/stolen cards or pin numbers
- Students do not have to remember a pin or to bring a card
- Reduction in queueing time

## Setting up an iPayimpact account

In order to set up an iPayimpact account for your daughter you will need a registration number from school. Students who are new to Sixth Form will be issued their registration number once their enrolment is complete.

Registration instructions:

Please note that if you already use iPayimpact for a child at Newlands or another school, you do not need to register again, you can simply link your child starting Newlands to your existing registration, so please skip this section and go to section 'Link additional child accounts', below.

To register, go to <https://www.ipayimpact.co.uk> or download the iPayimpact app from your usual app store, such as Apple App Store or Google Play





# EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities form an important part of any student's experience of school, helping to extend what they do in lessons; giving scope for areas which are outside the standard curriculum provision and catering for a variety of interests.

At Newlands we provide an extensive range of activities both at lunchtime and after school; there are many different clubs and activities on offer during the school year.

We are aware of the many demands made upon parents, but we hope you will feel able to support your daughter in at least some of these activities since they are valuable in terms of enriched experience and increased social confidence.

A full list of clubs are published on the school website each term.





# Behaviour expectations



We are a diverse community of over a thousand people and we therefore have some basic rules to ensure the maintenance of an orderly environment in which teaching and learning can take place effectively.

Our students and their parents need to be clear about the framework within which we expect the students to operate on a day-to-day basis, both for their own sake and for that of others. The basic principle underlying our rules is that each individual should follow our 3 Cs and treat each other with compassion.

## Mobile phones

Mobile phones are a useful and often essential part of young people's lives. They are also a distraction in school and therefore the use of mobile phones is restricted to the Sixth Form Centre, QSA spaces, and Library QSA. A student found using a phone outside these areas will have the phone confiscated until the end of the school day.

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## Around the site

When moving about the building, students should keep to the right in corridors and on staircases. Students should keep noise to a minimum and carry bags so that they do not bang into others.

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## Bullying

Bullying will not be tolerated at Newlands. Bullying is behaviour that is repeated, intended to cause either physical or emotional hurt and is often aimed at certain groups. It comes in many forms and is dealt with seriously at Newlands. If a student believes they are being bullied they should speak to their Form Tutor or Head of Year to report it. All reports of bullying are thoroughly investigated and parents are always informed of the outcome.

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## Food and the environment

Students are not allowed to eat or to chew in lessons. Litter should be put into the nearest bin. We all share responsibility for our working environment and therefore should care for our classrooms e.g. desks, notice boards and displays. Students are allowed to eat in the Canteen, Hall and outside spaces at break and lunch time.

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# Behaviour expectations



## Unauthorised substances

Students are forbidden to smoke or vape on or around the school premises or to bring vapes, cigarettes, matches or lighters into school. Any student who is found smoking or who is with others who are smoking or vaping on the school site or on the way to or from school will be dealt with severely and their parents will be contacted. Newlands is a non-smoking environment and this applies to visitors and staff as well as contractors on site. Tippex and aerosols are not allowed in school because inhalation of fumes may cause problems for asthma sufferers.

Any student who brings alcohol or drugs onto school premises will be dealt with severely. Each case will be dealt with individually, but you should be aware that such misbehaviour is likely to result in suspension or permanent exclusion from school.

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## Travel

When travelling to and from school please remember that students represent the school and rules on uniform and behaviour still apply.

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## Behaviour for learning

We expect that all students focus on their learning in lessons. Teachers will use our systems set out in our Behaviour Policy to ensure that learning is uninterrupted and focused. In the very unlikely situation where a student is not following a teacher's instructions a clear escalation system is used which may result in an "on call" member of staff removing the student from their lesson.

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## Detentions

Detentions may be set by teachers for infringements of the school's rules. If students miss detentions or for more serious matters we run centralised detentions on Tuesdays and Wednesdays after school.

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# Driving & Parking



We have very limited parking on site: the spaces are reserved for our school staff with a few pre-booked opportunities for those with appointments in the school day. We have one free visitor's space by the main reception, and a disabled bay for those who need it. When you are entering the school site you need to press the buzzer to gain access.

There is plenty available parking in the roads surrounding the school and we ask that parents, where at all possible, park off site and walk the short distance to our site.

At the front of the school we have a lay-by which is strictly reserved for parents who need to collect students with additional needs.

It is essential that parents do not park on the single yellow lines at the front of the school or block resident entrances. This is both illegal and dangerous. There is always a member of staff at the gates to ensure a safe exit from our site.

There is no on-site parking available for students. If Sixth Form students wish to drive themselves to school, the guidelines above apply and they must register their car details with Mrs Bretherton (Sixth Form Learning Mentor and Administrator).





[www.newlandsgirlsschool.co.uk](http://www.newlandsgirlsschool.co.uk)



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