



PARENT HANDBOOK

2026-27

WELCOME TO NEWLANDS

Whether you are new to our community or an existing member, we are delighted to welcome you to Newlands Girls' School. As parents and carers of Year 7s who are starting their journey with us, this handbook will be a useful guide over the coming months as your daughter settles into life at Newlands.

Our school has so much to offer all our students, and as parents and carers you are essential to supporting your daughter during her time with us. This guide will give you practical information and sets our expectations for both parents and students. We will also provide you with an overview of what you can expect from us.



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 new opportunities 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 in, 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 commitment and 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.

KEY STAFF



Jo Capon
Headteacher



Andrew Morby
Deputy Headteacher



Lesley Allaway
Deputy Headteacher



Charlie Bevan
Assistant Headteacher



Suzanne Nuttycombe
Assistant Headteacher &
Designated Safeguarding Lead



Justin O'Connell
Assistant Headteacher



Kate Kalinowski
Assistant Headteacher
& Head of Sixth Form



Kate Foreman
School Business Manager



Tim Standen
Acting Head of Year 7



Teal
Wellbeing Dog

OUR SCHOOL DAY



8:25 AM - Gates open



8:35 AM - All students to be in Form rooms for Registration



9:10 AM - Period 1



10:10 AM - Period 2



11:10 AM - Morning break



11:30 AM - Period 3



12:30 PM - Lunch break



13:10 PM - Period 4



14:10 PM - Period 5



15:10 PM - End of the day

What happens if a student is running late ?

If a student is late, this is recorded in the register. We take punctuality very seriously and sanctions are in place 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.

During the school day

All students in Years 7 to 11 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 not allowed to leave school on their own unless they are in Year 10 upwards and their parent or carer has given written permission to the school.

End of day procedures

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.

SCHOOL ATTENDANCE

Every lesson, every day counts.

There are many opportunities at Newlands but to fully benefit from all that is on offer, students need to be in school. Students who attend well, achieve well.

Students with 95-100% attendance are almost twice as likely to achieve at least Grade 5 in English and Maths GCSE compared to those attending 90-95% of the time. Creating good habits in younger years, contributes to excellent outcomes in teenage years and has even been linked to stable employment in adulthood.

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

Students who regularly miss lessons can quickly fall behind their peers due to the number of hours of lost learning that happens over a matter of days. A 90% attendance rate during the course of a school year means your daughter will miss four weeks of school. If this absence rate continues, by the end of Year 11, the equivalent of over half a school year will have been missed.

Getting involved in clubs, extra-curricular activities and competitions adds to students' enjoyment of school and supports excellent attendance because students want to come to school and don't want to miss out.

SCHOOL ATTENDANCE

How will we support your daughter's attendance ?

If your daughter is absent without authorisation, the school will email or phone home on the first day of absence to check the reason (for her absence). If your daughter's attendance starts to fall, her Form Tutor will discuss this with her to identify if there are any issues.

If attendance continues to drop, the school's Attendance Officer and Head of Year will meet with the student to support improving attendance. If attendance falls below 90%, the Attendance Officer will send a letter, explaining our concern, and further meetings may be 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 ?

To report an absence, you can contact the Attendance Office:

 By phone: 01628 502670

 Email: attendance@newlandsgirls.co.uk

All student absences must be reported by 8.40am.

If you are concerned about your daughter's attendance, in the first instance please contact their Form Tutor or Head of Year.

CURRICULUM

Students at Newlands follow the same curriculum until Year 10, when GCSE courses commence. Students choose which subjects they wish to specialise in during Year 9. You can find details of all subjects studied and the content covered in each year on the school website.

In Year 7, the subjects studied are:

Maths, English, Science, French, Spanish, German, Computing, Technology, Art, Drama, Geography, History, Music, RE, PE and PSHE.

In Year 7, students are taught in teaching groups for Sciences, Art and Technology. Students are set in Maths later in the academic year based on ongoing assessments. Students are able to move set as they progress during their time at Newlands. English is predominantly taught in mixed-ability classes but we also run slightly smaller groups for students who require extra support.

As students progress through the school, they will be able to choose at the end of Year 7 which two Modern Foreign Languages they wish to focus on in Years 8 and 9. GCSE options are chosen in Year 9, and students will follow a specialised careers programme to help them make these choices.

The majority of our students remain with us into our fantastic Sixth Form, and students receive further advice and guidance around Post-16 choices during Years 10 and 11.



HOMework

In Years 7 to 11, students are given a homework timetable which specifies set subjects on particular nights of the week and suggests a reasonable amount of time for each subject. By the time they reach the Sixth Form, we expect students to be able to plan their own studies, since work will often be set over a period of days or weeks rather than in terms of fixed hours.

Workload also varies according to the course being followed. The increased emphasis on background reading and research means that we hope students are learning to work more independently. All homework should be written in a student's planner, although work may be set on the digital platforms that we use. Subject teachers will explain this further to students as homework is set.

Students also have access to the Library and computer rooms outside of lesson times to support tasks set for homework or to complete coursework. Should you feel that your child is spending too long on their homework, or if you rarely see them completing it, please do not hesitate to contact us. Whilst recognising its importance, we would not want homework to exclude other activities which have an equally important role to play in personal development.



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. The Year 7 Form rooms are geographically close to one another, and the HOY office is central so that students can easily access their HOY outside of lessons.

Year teams are supported by a member of the Leadership Team, known as the Senior Link.

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:



Austen - Jane Austen



Bronte - Emily, Charlotte and Anne Bronte



Curie - Marie Curie



Darling - Grace Darling



Earhart- Amelia Earhart



Frank - Anne Frank

Students earn House Points, which will contribute towards the overall winning House. These House Points will be logged on Arbor (our school Management Information System, MIS) 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
- Recognition of excellent Progress Reports through Celebration Award assemblies and communications home
- Public recognition in assemblies, Newlands News and Reward Assemblies
- Including work in displays
- Phone calls home
- Boost Days, where House Points are worth double and students are awarded Values Cards for doing exceptional things
- Hot Chocolate with the Head
- Student Leadership Award



AUSTEN!

UNIFORM

All students in Years 7–13 are expected to wear uniform and to adhere to our rules regarding appearance. These regulations apply in school, at Parents' Evenings, on the way to and from school, and where students are representing Newlands. You can find further information on our website.

Hair

Hair should be in a simple style and tied back if it is jaw length or longer. Only natural colours are allowed.

Appearance

As members of the school community, it is expected that appearance should be neat and tidy at all times. Kilts and summer dresses must be on the knee or below. Shoes should be smart, and trainers are not allowed.

Jewellery

If students have pierced ears, they may wear one pair of small stud earrings in Years 7–9. In Years 10 and above, students are permitted to have a second single ear piercing. No other jewellery is allowed in school. Earrings must be removed for P.E. when requested.

Coats

Coats and scarves may be worn to and from school and are permitted outside, but should not be worn in the school building unless directed by the Headteacher. Hoodies are not allowed to be worn under any circumstance.

Make up

Nail polish and nail extensions are not permitted in Years 7–11. Make-up should not be worn in Years 7–9, and only minimal make-up is permitted in Years 10 and 11.



EQUIPMENT

Students need a suitable bag in which to carry their books and to give them adequate protection on the way to and from school. We provide the textbooks and exercise books which are needed, but we expect students to take care of them. You will be asked to pay for any textbooks which are lost or damaged.

A student planner will be issued, but if it is lost, you will be asked to pay for a replacement at a cost of £3.50. A pencil case will be needed, which should contain pens (including a green pen), pencils, a ruler, glue stick, whiteboard marker, protractor, a pair of compasses and a calculator. Maths equipment can be purchased directly from the department once your daughter starts in September. Tipp-Ex is not permitted.

We believe that reading for pleasure shouldn't stop when students move to secondary school. Students should ensure they always have a reading book with them.

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 daughter if they are likely to participate in out-of-school sports.



CATERING

A wide variety of food and drink is served in the Canteen 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 and Halal options. Students may bring a packed lunch if they wish.

We use a cashless catering system. Students pay using their biometric data, and parents and carers are able to top up students' accounts using iPay, the website or the app. This also allows parents and carers to see how their daughter is using their account by viewing previous purchases. New students are scanned during their first day with us. No actual fingerprints are stored; instead, a series of anonymised data points is used to identify students.



EXTRA-CURRICULAR ACTIVITIES

At Newlands we provide an extensive range of activities both at lunchtime and after school, the majority of which are free of charge. Extra-curricular activities form an important part of any student's experience of school, helping to extend what they do in lessons, giving scope to explore areas which are outside the standard curriculum provision, and catering for a variety of interests. We are aware of the many demands made upon parents and carers, 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 is 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 part of young people's lives. They are also a distraction in school. Smartphones are banned and cannot be brought to school in Years 7-11. Students may bring a basic brick phone to school, but they should not be seen or heard in use at any point in the school day. If a mobile device is seen or heard in use, it will be confiscated and a detention will be set. Please see our Mobile Phone Policy for full details.

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.

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.

Food and the environment

Students are not allowed to eat during lessons or chew gum at school at all. 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 lunchtime.

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 also 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 face serious consequences. 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.

Travel

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

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" senior member of staff removing the student from their lesson.

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 Wednesday and Thursdays after school.



WELCOME TO NEWLANDS



NEWLANDS GIRLS' SCHOOL
COURAGE COMMITMENT COMPASSION



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