

Policies

Examination Entry Policy

Students who are following a prescribed course of study, which normally leads to an examination, will be entered for that subject and the school will pay any exam fees due. Where a student fails to meet essential requirements, such as the failure to complete course work or project work which is essential for the examination, the entry may be withheld. The student may then be asked to pay a deposit for that exam. The deposit will be returned provided the work is completed in time to be assessed and the student attends for the exam. Students who agree to be entered but fail to turn up for an exam without good reason will be charged the entry fee.

Admissions Policy

The school standard number is 1023. This is the maximum number of students allowed on roll. The year group maximum number is 270.

Students who live in the school catchment area:

All pupils in year 8 must indicate their choice of High School by completing a School Preference form in the Autumn term. Students who attend Bothal and Hirst Park Middle Schools will be invited to visit Ashington High School and experience some high school lessons in the autumn term of Year 8. Parents will be invited to an open evening and talk by the headteacher during

the Autumn term. Year 8 students are invited to the school again during the summer term to meet their new Tutor.

Students who live out of the school catchment area:

Parents of students attending other middle schools or who live out of the catchment of Ashington High School who wish their son or daughter to attend Ashington High School should contact the school as soon as possible during Year 8 to arrange a visit. Application should then be made to Ashington High School using the appropriate form available at any school.

Charging Policy

The policy of charging pupils for school activities is based on the 1988 Education Act and is summarised as follows:

Materials and Equipment:

Pupils will not be charged for materials or equipment which are an essential part of any school course. Students wishing to take finished work home will be asked to pay for materials used. Parents are asked to provide ingredients for Home Economics lessons. If this is not possible please contact the school at least 24 hours before the lesson so that alternative arrangements can be made.

Transport:

School visits which form an essential part

of a course will be paid for from the school activities allowance. Students will not be asked to pay for any part of the visit. Parents will be asked to pay for any activity, which is entirely outside of school hours since these are classified as voluntary. The school may provide financial assistance in cases of hardship.

Students will be asked for a voluntary contribution towards part or all of the cost of a school visit which is not an essential part of a course but which is desirable or beneficial. If there are insufficient voluntary contributions the trip may have to be cancelled. The school may be able to assist in cases of financial hardship.

Parents will be asked to pay for board and lodging expenses for residential courses but not the transport if the course is in school time.

Trips Abroad:

Voluntary school visits abroad will be arranged by an agent or tour company. Parents will be asked to pay the company organising the trip. The school will agree to collect deposits and payments on behalf of the company.

Sex Education Policy

The policy recognises three fundamental dimensions:

- Knowledge; there is a need for young people to have accurate knowledge and information.
- Social Skills; the policy recognises that the development of Social Skills is an important element of this programme.
- Attitudes & Values; the information provided and skills fostered are delivered within a context that places stress on the value of human relationships.

The Aims of the School Sex Education Policy are:

- to be an integral part of the learning process - to build on the work undertaken in the middle schools
- to be accessible for all young people
- to encourage exploration of values and moral issues, consideration of sexuality and personal relationships and the development of communication and decision-making skills
- to foster self-esteem, self awareness, a sense of moral responsibility and the skills to avoid and resist unwanted sexual experience

Sex Education is contained within the School's Health Education Policy

Child Abuse Procedures

If a member of staff suspects child abuse the matter must be promptly reported to the school's designated teacher who has a statutory responsibility to inform social

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services of the school's concern. It is social services and not the school who investigate the matter. They alone decide upon any action to be taken and it is their responsibility to inform parents that an investigation is taking place.

Accident and Illness

Minor accidents and illnesses are dealt with in school by staff with first aid qualifications. Students with more serious injuries are taken to Wansbeck Hospital; parents are always informed, provided we can contact them.

Students who are unwell in school report to their tutor or the school office for attention. The school will not dispense medicines without the written permission of parent or guardian. Students are only sent home if we can first contact parents or a responsible adult.

Parents should inform the school of any medical condition that may trouble a student whilst in school. We are prepared to keep a supply of items such as inhalers, provided they are clearly marked with the student's name.

Holidays

Parents are urged to arrange family holidays during the school holidays to avoid students missing essential elements of coursework. This is particularly important in Years 10 and 11, when GCSE assignments and project

deadlines must be met, and in year 9 prior to Key Stage 3 tests.

We wish to discourage parents from taking family holidays during term time and the absence will not be authorised by the headteacher.

Attendance

It is important for all students to achieve a good attendance record and a low rate of truancy. To maintain this we need the co-operation of parents to inform us whenever students are unable to attend school. Parents are asked to telephone or write to the school if an illness is over three days and, in any case, students should bring a dated note signed by a parent or guardian on their return after an absence. Unexplained absences are followed up by telephone or via the Education Welfare Officer.

The law now requires us to record students who are late for school. Attendance and punctuality details are kept in students' personal records and are quoted in school references.

Unauthorised absences are absences for which there is no acceptable reason given. Often parents are well aware that their son or daughter is not attending school, but if the reason is not acceptable in law we must record the absence as unauthorised.

No Smoking Policy

Ashington High School places great importance on the health and welfare of all our students. As part of this, we do not condone or accept smoking by any individual.

The school site is owned by the Ashington Learning Partnership Trust and has adopted Northumberland Local Authority's key policies including its clear No Smoking Policy which prevents anyone (student, staff or visitor) from smoking on its property at any time.

The policy applies to any students who are observed smoking, either individually or within a group, on or within the near vicinity of the school site. The school will not involve itself in arguments with students as to who the cigarettes belong to or who was smoking. It has been made clear to all students via both assemblies and tutors periods that if a student is with a group who are smoking then they will accept that they will be sanctioned for this banned activity. If necessary, students may be asked to empty pockets and bags if we suspect that they have smoking materials on them and all smoking materials will be confiscated.

Students will be placed on a No Smoking Contract which will involve a staged set of consequences for each occasion that they offend, with parents informed at each stage.

