



**Sacred Heart  
Catholic High School**

**Information for Parents & Students  
Sept 2024-25**

**Details for each Year Group are as follows:**

**Tuesday 3<sup>rd</sup> September 2024**

**Year 7** Please assemble at 8.40 am in the Rose Auditorium to meet with your Head of Year, (Miss Baldwin), and your Deputy Head of Year (Miss Rowell) and your Personal Tutors.

**Year 12** Please assemble in the 6<sup>th</sup> Form Common Room at 8.45 am to meet with your Head of Year, Mrs Burgess, to begin an Induction Day

**Wednesday 4<sup>th</sup> September 2024**

All Year groups are in school (Year 7,8, 9 and Year 11 should go straight to their Form Rooms).

**Year 7** Please go straight to your form room at 8.45am and meet with your Personal Tutor

7JCH (ASP)	Mr J Cornish	En3
7SCL	Miss S Coldwell	IT1
7ABK	Mr A Brooks	Re3
7RRN	Mr R Robertson	En7
7JWN	Miss J Watson	Hi2
7JAR (SBW)	Mr J Arnold	Re5
7HLN (HBT)	Mrs H Lunn	IT1
7LFD	Mrs L Floyd	En5

**Year 8** Please go straight to your form room at 8.45am and meet with your Personal Tutor

8RRD (LSS)	Mrs R Rickwood	Ar1
8ASH	Mr A Skeoch	Ma2
8SDE	Mrs S Denton	Ma8
8DRS (KHN)	Mr D Richards	Ma3
8EDN	Miss E Duncan	En6
8ASK	Mrs A Stokoe & Mrs C Shand	Gs5
8ERY	Miss E Ridley	G3
8AKG	Miss A King	G2

**Year 9** Please go straight to your form room at 8.45am and meet with your Personal Tutor

9MLE	Mr M Lee	Hi1
9TOS	Mr T Oates & Mrs K Russell	Re2
9CMO (OMN)	Miss C Mason	Re1
9JKR	Mr J Kerr	Re6
9WWM	Mr W Whittingham	Hi3
9CPC	Mrs C Pisaravic	Ar3
9RME	Ms R McCabe	En8
9KWY	Dr K Weatherly	En2

**Year 10**

Please **assemble at 8.45am in the Rose Auditorium** to meet with your Head of Year, (Miss Evans), Deputy Head of Year (Miss Bennett) and Personal Tutors.

10NOR	Mrs N Oliver	Ma4
10DSN	Mr D Stapleton	IT4
10BNN	Mr B Nicholson	Ma5
10JCB (MLN)	Miss K Dales & Mrs Caisley-Britton	Re4
10EOI	Miss E Ogunyemi	Ln3
10DMG	Mrs D Graham	G1
10OWD	Miss O Wood	Ln1
10CTN	Miss C Thompson	G4

**Year 11**

Please go straight to your form room at 8.45am and meet with your Personal Tutor.

11SNR	Mrs S Naylor & Miss S Billingham	Ar2
11ECW	Mr E Cockshaw	En1
11IMY	Mr I Murray	Ma1
11DFN	Mr D Flynn	Ma7
11EAS	Mrs E Adams	G5
11SHA (KRN)	Miss S Hanlon	Ln2
11SBY	Miss S Beardsley	Ma6
11STN (SPY)	Mrs Thompson & Mrs Power	Ln4

**Year 12**

Please assemble at 8.45 am in the Sixth Form Common Room to meet with your Head of Year, Mrs Burgess, and your Personal Tutors.

12C	Mrs J Perry	S2
12O	Mrs K Palma	S16
12U	Mrs A Findlay	S13
12R	Miss K Jones	S12
12A	Mrs A Parkin	S4
12G	Miss L Gilhespy	S6
12E	Mr P Mulhearn	S3

**Year 13**

Please go straight to your form room at 8.45am and meet with your Personal Tutor.

13C	Mr G Brown	IT2
13O	Mr M Edworthy	IT3
13N	Ms J Gray	S15
13F	Mrs L Davies-Jones	S14
13I	Mrs W Hills	S11
13D	Mr M Simpson	S5
13E	Ms L Hawthorn	Ln5



## RESPECT FOR PEOPLE AND PROPERTY

Our School is founded upon the Gospel of Jesus Christ, His teachings and values as seen in the light of the tradition of the Society of the Sacred Heart. The basic principle is, therefore, **mutual respect**. This applies equally to all members of the School community; staff (both teaching and non-teaching), students, parents, governors and visitors.

Our emblem is an open heart with Christ's love flowing out to the world. Let your actions and words be a vehicle for His love, striving always to support and affirm one another in a community where there are no divisions of ability, colour, culture or race. Measure your words and actions for their potential to nurture and support each other.

Any behaviour which threatens the individual, School, the School community e.g. the person, dignity, good name, the right to education or a person's/school's property is unacceptable and will not be tolerated.

### STUDENTS

- Please report bullying (including cyber-bullying) and prejudice of; race, faith, culture, ability, or sexuality (protected characteristics), as soon as possible to any of the following:

Personal Tutor, Subject Teacher, Head of Year, Deputy Head of Year, School Counsellor, Chaplain, Parents. *Discreet and appropriate action will be taken.*

- Value your education at Sacred Heart and respect the entitlement of all students to their education and the right of your teachers to an atmosphere of co-operation in class. Behaviour which disturbs the working environment of the classroom and learning will not be tolerated.
- Recognise that your dignity depends on your conduct. Never let your actions or speech compromise your dignity. Be aware that, when you are in school or going to and from school, your behaviour and uniform must reflect the high standards set for you by home and school.
- The reputation of the School and its community is important and the School will not accept actions which might affect this.

### PARENT or CARER

- Report concerns in writing to school as soon as possible, to the **relevant Head of Year**.
- Telephone or email [enquiries@shhs.org.uk](mailto:enquiries@shhs.org.uk) FAO your daughter's Head of Year, enabling the School and home to work together to find a solution.
- Encourage your daughter to value herself and have dignity for herself and be kind to others.

Within this framework our aim is that each student will enjoy their years at Sacred Heart Catholic High School



## SCHOOL UNIFORM

Students of Sacred Heart Catholic High School are recognised by their uniform and are expected to be proud of it and to act at all times, in such a way, that they bring credit to the School.

### UNIFORM FOR KS3-4 STUDENTS

It would be helpful in identifying lost/misplaced items by having uniform items labelled with your daughter's name.

*(The uniform may be bought from the school outlet, however some items may be bought from other outlets i.e. those other than kilts and not requiring a school badge.)*

<b>School tartan kilt or trousers</b>	School kilts <b>worn at knee length</b> ; skirts must not be rolled up and the waistband must be clearly visible.	
<b>School blazer</b>	School blazer worn at all times; sleeves must be rolled down.	
<b>White blouse/shirt</b>	White blouse or shirt with an open neck collar. Polo shirts are not to be worn.	
<b>Sweaters</b>	Official school sweaters may be worn underneath a school blazer.	
<b>Shoes</b>	Shoes should be entirely plain black, sensible school shoes (no high heels for safety reasons). No boots, trainers, canvas shoes or sling backs are allowed. A boot is footwear that comes above the ankle bone.	
<b>Socks/Tights</b>	Must be plain white or black (worn below the knee) or plain black tights can also be worn.	
<b>Coat</b>	May be worn to and from school as the weather demands. Coats should be in keeping with school uniform and should fit over the school blazer. Leather, denim, suede and sheepskin are NOT considered suitable for school wear	
<b>Jewellery</b>	<b>No jewellery may be worn at all</b> (other than a watch). This includes ear/nose studs, or piercings made of any material. A plaster covering is not acceptable. Breaches of this rule will lead to confiscation* of the jewellery (plastic piercings/studs will be disposed of). Confiscated jewellery will only be returned to the student in reception at the end of the School day (at 3.45pm) on the Friday, (if confiscated on a Thursday, it will be returned the Friday of the next week). <b>Note:</b> Smart watches are not allowed in school.	
<b>Hair</b>	<b>Hair must be neat.</b> If long it must be tied back off the face in a ponytail, plait or bun worn low at the back and centre of the head. Hair plaited with beads poses a health and safety hazard and is therefore not permitted. <b>Unnatural colouring/streaking of hair/hair extensions or extreme haircuts are also not permitted</b>	
<b>Make-up</b>	<b>Make up must not be worn (including nail varnish or false nails or semi-permanent eyebrows)</b>	
<b>PE Uniform</b> All items will include school logo and must be purchased from School Outfit Company	<b>Years 7 and 8</b> Polo shirt Shorts or leggings Tracksuit bottoms Hoody * Trainers ** Skort (optional)	<b>Years 9, 10 and 11</b> Polo shirt Shorts or leggings or tracksuit bottoms Tracksuit bottoms Hoody * Trainers ** Skort (optional)

\* These must be sports trainers and not a fashion style trainer such as converse or similar. These are to be purchased independently from the rest of the PE kit.

\*\* Any student representing the school at Netball will be provided with a skort by school. All students have the option to wear a skort for some activities during lessons (Netball, Badminton, Tennis and Rounders).

Students are expected to follow the uniform code to and from school, as well as in school. Students in incorrect uniform that cannot be corrected will be placed in restriction (Inclusion Room), until the issue is rectified.

### Sixth Form Dress Code

The Sixth Form set an example to the rest of the school in maintaining high standards; we expect them to look smart and business-like.

### School Expectations of Sixth Form Students

Sixth Form students provide a visible bridge between the younger students in years 7-11 and the teachers in the school. With this in mind we expect students in the Sixth Form to take leadership in this area and demonstrate that they are supporting the school in its aspiration towards high standards in all areas.

We all know that fashions change over time such that a prescriptive list of acceptable / unacceptable clothing, jewellery and hairstyles is challenging. The general rule of thumb is that if you wouldn't wear it to an interview, don't wear it to school. If you are in clothing that is in our opinion inappropriate for an interview then you will be asked to adjust your appearance in school; if this is not possible you will have to return home to change.

The final decision as to what is, or is not, appropriate dress, lies with the Head of Sixth Form.

### Suitable Styles

<b>Essential</b>	<b>Jacket</b>	<ul style="list-style-type: none"> <li>A black suit jacket (purchased from school uniform suppliers) is compulsory in school at all times</li> </ul>
	<b>Shirt</b>	<ul style="list-style-type: none"> <li>A plain white blouse or shirt</li> <li>No other colours should be present</li> </ul>
	<b>Skirt/Trousers</b>	<ul style="list-style-type: none"> <li>Tailored plain black skirt with no other colour. The skirt should be of professional length (typically just above the knee)</li> <li>Full length tailored suit-style trousers in plain black with no other colour.</li> </ul>
	<b>Shoes</b>	<ul style="list-style-type: none"> <li>Black shoes, suitable for school</li> <li>Smart black ankle boots</li> </ul>
<b>Optional</b>	<b>Jumper</b>	<ul style="list-style-type: none"> <li>Wearing a jumper is optional</li> <li>A plain black jumper, V or crew neck</li> <li>A plain black cardigan</li> <li>No other colours should be present</li> </ul>
	<b>Coats</b>	<ul style="list-style-type: none"> <li>Outdoor coats can be worn <b>to and from school</b> in the event of inclement weather</li> </ul>
<b>General</b>		<ul style="list-style-type: none"> <li>Subtle make-up</li> <li>Subtle ear rings</li> <li>Single small nose stud piercing</li> </ul>

## **INSURANCE COVER (*Students*)**

### **Policy Statement**

In keeping with the statement of the Aims of the School, it is important that each student takes full responsibility for her own property and that she respects the property of others and of the School. Students are therefore advised to bring to school only such items of clothing and property, which are essential and appropriate for use in school.

### **Guidelines for Parents/Carers**

1. The School does not provide insurance cover in respect of students' personal property. It is the responsibility of parents to ensure that they have appropriate insurance cover for their daughters' personal effects. We advise parent that expensive items should not be brought to school.
2. Under the budgetary arrangements of local financial management, the School is not able to budget for ex-gratia payments in respect of loss or damage to students' personal property.
3. The School does not provide personal accident insurance for students. It is the responsibility of parents to arrange this cover if they so wish.
4. On all school outings, except for those visits which take place within Newcastle and entirely within the school day, students are insured through the School Journey Insurance cover. The cost of this insurance cover is included in the cost of the outing.

Parents who have concerns about their daughter's property should contact the appropriate Head of Year.

**(Please check the school website for any updates to this policy)**

## **HOMEWORK GUIDELINES**

Homework is part of your daughter's contribution to achieve successful learning.

It is in your daughter's own best interests to follow these guidelines:

1. A student planner will be given to your daughter at the beginning of each school year.
2. The planner is to be used sensibly to record: work given; work done voluntarily; marks and grades achieved.
3. At the front of the planner, she will complete her timetable and subject teachers.
4. To help organisation she must have her planner with her for registration and all lessons, and expect to show it to staff on request.
5. Homework is regularly given.
6. It is your daughter's responsibility to hand work in on time.
7. If she has not been given set homework on a particular night, use the time to read, revise and 'catch up'. Make a note in the planner of this voluntary work.
8. Take pride in her work and homework.
9. If your daughter loses her planner she will need to buy a replacement immediately. This will cost £4.00 to replace the planner. She should speak to her Head or Deputy Head of Year.

## MOBILE TELEPHONES

Mobile phones are allowed to be brought to School by our students, although we recommend that they are not. Mobile phones and personally-owned mobile devices brought into school are the responsibility of the device owner. The School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

- A student's phone must be switched off and kept in their inside pocket zipped up **at all times (not front pocket), anywhere on the school site**, unless a member of staff has given an instruction to do otherwise.
- Students are not allowed to use any phone (e.g. texting, photography, internet usage) during the school day, **anywhere on the school site**, unless a member of staff has given permission.
- A teacher may, for learning purposes, allow the students to use their phones for a specific reason (photography, accessing internet, using apps). The students will be given clear instructions to follow in these instances.
- A student is not allowed to contact anyone via their mobile phone, text, social networking or email during the school day, **anywhere on the school site**. This includes contacting Parents/Carers. Students may contact Parents/Carers, in the case of an emergency, by using a phone in the School Office.
- If Parents/Carers need to contact their child during the school day they must do this via the School Office. This message will be passed to their daughter.
- Breaches of these rules will lead to confiscation of the phone.
- The confiscated phone will be returned to the student **in reception at 3.25 pm at the end of the School day on the following Friday** (if confiscated on a **Thursday or Friday, it will be returned to the student at 3.25pm in reception on the following Monday**). It will be logged and kept in a safe until this time
- When a student has their mobile phone confiscated, School will (if needed), allow the student to contact home on the Schools phone system and explain that their phone has been confiscated and will be returned to the student on the appropriate day.
- In certain lessons (e.g. PE & Technology) it is the responsibility of the student to store their mobile phone in the safe area provided by the teacher.

We very much rely on your support in this matter, and there will be **no exceptions** to this rule.

## SCHOOL MEALS

We will continue to adopt and develop healthy eating strategies that enhance the health and well-being of the children at Sacred Heart.

From September 2024 the **cost of a Meal Deal is £2.75**

For those entitled to Free School Meals please find use the link below to apply:

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/help-school-and-learning-costs/apply-free-school-meals>

## LITTER

Newcastle upon Tyne City Council is engaged in a National Initiative to reduce litter. Enforcement Officers will operate in the streets around the School.

In the unlikely event that your daughter is discovered dropping litter she will be approached by an Officer who will ask for her name, date of birth, phone number. They should show their ID and be in an official uniform. If she is under 14 years of age her name will be forwarded to the School for appropriate individual guidance. However, if she is over 14 years of age you may receive notification from the council that she is to be fined (this could be £50). The alternative to paying the fine is, we understand, a court appearance.





The message is clear, please advise your daughter **NOT TO DROP LITTER** and to keep our City and surrounding area of the School a place to be proud of.

We also take great pride in our School grounds and urge students to use the bins provided to get rid of their rubbish. This also supports the Site Staff and Cleaners who work hard to keep the School clean for all members of the School.

### **TRANSPORT TO AND FROM SCHOOL and PARKING**

Parents will be aware that the School site has very limited access and that the route through the School is only wide enough for one vehicle.

The road to the front entrance of Sacred Heart High School is often gridlocked in the mornings and evenings as parents drop off their children at both the Secondary and Primary school. We ask that all parents of students at Sacred Heart High School **drop their daughters off on Fenham Hall Drive, or other access roads to the school, and do not come up the main drive to school.** I know we are all united in ensuring the safety of our girls on their way to and from school.

The School would also like to take this opportunity to ask for consideration towards our neighbours in **Ord Court**, the development off Fenham Hall Drive. Parents sometimes park in private bays, restricting access to local houses by parking across driveways, and parking on pavements which your daughter needs to use to ensure her safety. I am sure we all understand the local residents' frustration and will do everything to maintain good relations.

### **ACCESS TO SCHOOL**

In addition, we'd also like to remind parents that safeguarding regulations for all schools mean parents should not come onto school property unless they have an appointment. We therefore politely remind parents that they must not walk onto site to wait for their children at the end of the day. Please do not enter the main gates on foot at either of the two school entrances. Parents who access the site will be challenged by duty staff. Our School grounds are now care free.

### **TRAVEL ON BUSES**

It is extremely important for the safety of your daughter that she behaves sensibly and with consideration for other passengers on buses. It is also vital to use the safety crossings provided.

Details of public transport to and from school may be obtained from local bus companies. Scholar and school bus details may be obtained from the School Office.

**SACRED HEART HIGH SCHOOL  
SCHOLARS SERVICES SEPTEMBER 2024-25**



**AM SERVICES**

**134 SERVICE DEPARTS – 07:40 MORMON CHURCH TURNING CIRCLE FAWDON**

Mormon Church turning circle, Kingston Park Road, Brunton Lane Brunton Road, Windsor Way, Brunton Lane, KINGSTON PARK SHOPS (0752), Tudor Way, Ponteland Road, Main Road, KENTON BANK FOOT (0756), Station Road, Newbiggin Lane, BEDEBURN ROAD (0800), Newbiggin Lane, TREVELYAN DRIVE (0803), Newbiggin Lane, (Clockwise loop around Newbiggin Hall Estate), (BEAUMONT TERRACE 0810), Stamfordham Road, Silver Lonnen, NETHERBY DRIVE (0820), Fenham Hall Drive

**ARRIVES SACRED HEART R.C. SCHOOL 08:30**

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**135 SERVICE DEPARTS – 07:16 SIR BOBBY ROBSON WAY**

SIR BOBBY ROBSON WAY , PARK & RIDE( 07:18), WAGON WAY DRIVE (0722), Roseden Way , COMMUNITY CENTRE (0725), Roseden Way, Brunton Lane, WARKWORTH WOODS (0728) Brunton Lane, Brunton Lane, ,Great North Road, REGENT CENTRE (0736), Gosforth High Street, Church Road, Church Avenue, SOUTH GOSFORTH METRO (0743), Station Road, Haddricks Mill Road, Matthew Bank, Jesmond Dene Road, BLUE HOUSE (0749), Grandstand Road, KENTON ROAD /KENTON LANE JUNC (0759), Kenton Lane, KENTON BAR (0813), Ponteland Road, Cowgate roundabout (0820), North West Radial Road, Grandstand Road, Ponteland Road, Fenham Hall Drive

**ARRIVES SACRED HEART R.C. SCHOOL 08:30**

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**PM SERVICES**

**134 SERVICE DEPARTS – 15:40 SACRED HEART SCHOOL**

Fenham Hall Drive, Netherby Drive, Silver Lonnen, Stamfordham Road, (BEAUMONT TERRACE) 1543), Newbiggin Lane, Trevelyan Drive, Newbiggin Lane, NEWBIGGIN HALL BEDEBURN ROAD (1552), (anticlockwise loop around Newbiggin Hall Estate), Newbiggin Lane, Station Road, BANKFOOT (1555), Main Road, Ponteland Road, Tudor Way, Brunton Lane, KINGSTON PARK SHOPS (1600), Brunton Lane, Windsor Way, Brunton Road, Brunton Lane Kingston Park Road, Fawdon Kingston Park Road East bound stop

**ARRIVES KINGSTON PARK ROAD (Fawdon E/Bound stop) 16:05**

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**135 SERVICE DEPARTS – 15:35 SACRED HEART SCHOOL, Convent Rd**

Fenham Hall Drive, Two Ball Lonnen, Cowgate roundabout, Ponteland Road, KENTON BAR (1545), Kenton Lane, Kenton Road, Grandstand Road, BLUE HOUSE (1555), Jesmond Dene Road, Matthew Bank, Haddricks Mill Road, Station Road, SOUTH GOSFORTH METRO (1605), Church Avenue, Church Road, Gosforth High Street, REGENT CENTRE (1611), Great North Road, Brunton Lane, WARKWORTH WOODS (1620) Brunton Lane, Roseden Way, COMMUNITY CENTRE (1623) Roseden Way, WAGON WAY DRIVE (1626) PARK& RIDE (1629) SIR BOBBY ROBSON WAY

**ARRIVES SIR BOBBY ROBSON WAY 16:31**

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## WHAT IF YOUR DAUGHTER NEEDS HELP?

If you or your daughter should need help or support with any problems, here are some of the people who are available for you to talk to on the following telephone number: **0191 274 7373**

Year	Head of Year	Deputy Head of Year
7	Miss Baldwin	Miss Milburn
8	Mrs Palmer	Miss Langton
9	Mrs Woodhams	Miss Peplow
10	Miss Evans	Mrs Bennett
11	Mrs Wood	Miss Rowell
12	Mrs Burgess	
13	Mrs Richardson	

## COMMUNICATION

### SCHOOL PING

We use a system called SchoolPing to communicate to parents.

In order to maximise the effectiveness of SchoolPing we ask all parents to do the following:

1. Download the SchoolPing app to your smartphone or tablet.
2. Login to the app using the details that have been sent to you. If you have mislaid these details please contact us at [enquiries@shhs.org.uk](mailto:enquiries@shhs.org.uk) and we will resend them to your email address.
3. **ENABLE NOTIFICATIONS** – This is very important and is the most useful way of immediately receiving a message from school. If you enable notifications for the SchoolPing app it will instantly appear on your phone as soon as we send it, similar to a text message but without incurring a cost per message.

All communication that would normally be sent in letter/email/text message will now be via the SchoolPing app, so it is essential that you have the SchoolPing app and are able to receive these messages immediately.

#### Further Information:

If you have not yet logged into SchoolPing or need a reminder, further information on how to get started can be found on the homepage of our website at <https://www.sacredheart-high.org/>

If you have any queries or need further support in getting started, please contact us.

## HOLIDAYS DURING TERM-TIME

We ask Parents/Carers not to arrange holidays during School term-time that will involve their daughter in missing school. There are 13 holiday weeks during the year. It is detrimental to your daughter's education to miss any of the year's school work. Holidays in School term cannot be authorised.

We have become concerned that many parents assume that they are entitled to take their daughter out of school for ten school days and several families are asking for even more time than this.

Government guidelines on this issue state that Headteachers are only able to authorise holiday during term time in "exceptional circumstances". If you would like to discuss taking your daughter out of school please contact the relevant Head of Year in the first instance.

We understand the difficulties parents face in balancing family holidays with work commitments but we also ask you to put your daughter's education as your highest priority.

## School Holidays and Training Days for 2024-2025

### Autumn Term

Term Starts	Tuesday 3 September 2024 ( <b>Year 7 / Year 12 only</b> )
Half Term Break	Monday 28 October to Friday 1 November 2024
Term Ends	Friday 20 December 2024 (12.45pm finish)

### Spring Term

Term Starts	Monday 6 January 2025
Half Term Break	Monday 24 February to Friday 28 February 2025
Term Ends	Friday 11 April 2025 (12.45pm finish)
Easter Break	Monday 14 April to Friday 25 April 2025

### Summer Term

Term Starts	Monday 28 April 2025
Half Term Break	Monday 26 May to Friday 30 May 2025
Term Ends	Friday 18 July 2025 (12.45pm finish)

### Training days:

Monday 2 September 2024

Friday 18 October 2024

Friday 4 July 2025