



**Longdendale**  
HIGH SCHOOL

# FAMILY HANDBOOK

2024-25



Part of  **STAMFORD  
PARK TRUST**

## Our Vision

Excellence and Ambition for all

## Our Mission

Through excellence in education we are an inclusive community, that embraces choice, opens doors and creates opportunities. With kindness and collaboration, we empower everyone to be the best version of themselves. We are confident, curious and creative individuals who contribute positively to our community.

## Our Values



### RESPECT

Be polite and considerate

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Listen to others  
without interruption

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Respond promptly  
and positively

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Have pride in our  
environment and  
our community

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### RESILIENCE

Have a  
positive attitude

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Work hard,  
never give up

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Learn from mistakes

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Embrace challenges

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### ASPIRATION

Aim high

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Believe in ourselves

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Accept only our best

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Celebrate success

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# Welcome to Longdendale High School

To help all students and families prepare for the year ahead, we have put together the information you will need in this booklet. We hope you will find it useful. If you have any queries or concerns, please do contact the school where staff will be available to help you:



[admin@lhs.spt.ac.uk](mailto:admin@lhs.spt.ac.uk)



01457 764006



Spring Street, Hollingworth, Hyde, SK14 8LW



[/LongdendaleHigh](https://www.facebook.com/LongdendaleHigh)



[@LHS\\_HighSchool](https://twitter.com/LHS_HighSchool)

# Welcome to Longdendale High School

Thank you for choosing our school as your choice for education for your child. We take pride in our distinctive approach to nurturing the hearts and minds of young people, empowering them to pursue university or alternative pathways and lead fulfilling lives.

At Longdendale High School, we have crafted an ambitious curriculum informed by high-quality research and insights from leading academies. Our focus is on traditional teaching methods and scholarship, which is why we refer to our students as 'masters of knowledge'—a term that embodies their commitment to academic excellence. We uphold strong family values, emphasising manners, hard work, and kindness. Our routines help to maximize learning time, creating an environment that is both supportive and structured, ensuring our students know we care while providing firm guidance for success.

At Longdendale, respect, resilience, and aspiration are at the core of our culture. Respect for oneself and others lays the foundation for strong relationships. Resilience teaches our children to bounce back from setbacks, to persevere in the face of challenges. Aspiration fuels the fire of ambition, inspiring our children to dream big, to set goals, and to work tirelessly to achieve them.

In our achievement-focused environment, being smart is celebrated, and every student is encouraged to strive for their best. Together, we work to ensure that every child secures the next steps for their successful future.



# Meet the Head of School

Dear Longdendale Families,

I believe in a values-driven education, where respect, resilience, and aspiration are not just words, but guiding principles that shape every aspect of our school culture. It is crucial that we equip our children not only with academic knowledge but also with the values they need to thrive as successful global citizens. I am deeply committed to ensuring that every child who walks through the doors of Longdendale has the opportunity to reach their full potential. Together with our dedicated staff, I will ensure the school provides a supportive and nurturing environment where every child feels valued, challenged, and inspired to succeed.

We will celebrate every success, no matter how small, and create numerous opportunities for everyone to gain recognition for their genuine achievements. I expect every student who joins us to put in dedicated effort both at the school and by studying at home each day. Each contribution should reflect their best work, and they should be fully engaged and committed during every lesson. Our lesson time is incredibly valuable, and we go to great lengths to ensure that students make the most of it. While it may seem that we sometimes make a big deal out of minor issues, we do so because excellence is a habit we strive to cultivate. We recognize that challenges exist in the present, but our focus remains on the long-term success and happiness of our young people. Families who choose Longdendale are also making a strong commitment to our ethos, policies, and practices by accepting their place here.

I believe that excellence is not a destination but a journey, and that our collective commitment to continuous improvement is what sets us apart as a school community. We expect our students to demonstrate hard work, courtesy, and rigour. This expectation stems from my deep belief in every young person's capacity to reach their full potential. We want all students to leave a long-lasting Legacy.

Failing to uphold these standards would hinder their growth and would not reflect my genuine commitment to helping them realize what they can achieve. With your support and partnership, I am confident that we can achieve great things together and empower our children to become the compassionate, courageous, and capable leaders of tomorrow.

Yours sincerely,



Michael Chiles  
Head of School

# Staff at Longdendale High School

## Senior Leadership Team

Mr M Chiles	Head of School
Mrs S Ayre	Deputy Headteacher
Ms R Finley	Deputy Headteacher
Miss N Cole	Assistant Headteacher
Dr A Glancey	Assistant Headteacher
Mr M Hollin	Assistant Headteacher
Miss G Lowe	Assistant Headteacher
Mrs J Willis	Director of Community Partnership

## Inclusion/Pastoral Team

Mrs J Garnett	Director of SEND and Resource Base Lead
Miss O Hamilton	Head of Year 7
Mr A Boardman	Head of Year 8
Mr P Rea	Head of Year 9
Mr L Crompton	Head of Year 10
Mr A Hulley	Head of Year 11
Miss S Collins	Senior Leader Inclusion and Mental Health

## Subject Leaders

Mrs E Baxter-Smallwood	Head of English
Miss C Woods	Head of Maths
Dr B Mitchell	Head of Science
Mrs C Kennedy	Head of Business and Computing
Ms R Kerfoot	Head of Humanities
Mrs L Kelly	Head of Geography
Miss K Humphreys	Head of MFL
Ms D Healey	Head of PE and Dance
Mr R Marsh	Head of Performing Arts
Miss L Hamilton	Head of Art, Design and Key Stage 4 Technology
Mr M Kilkenny	Head of Food and Key Stage 3 Technology

# Attendance & Punctuality

We expect all our students to have good attendance at Longdendale. This means they should be in at least 95% of the time. If a student is not at school, then we cannot keep them safe. For this reason, we robustly challenge poor attendance in a number of ways;

1. Parents and carers must report all student absence, the first day of absence and each subsequent day of absence. This must be done by telephoning the school on **01457 764006**. A clear reason for the absence must be provided (i.e. reporting that they are simply 'unwell' is unacceptable) along with an estimation of when they will be returning to school.
2. Any student absence that is not reported to the school, will be followed up with a telephone call or home visit by a member of staff.
3. If we are unable to ascertain a reason for the absence, it will be recorded as an unauthorised absence.
4. Students who have 5% or more unauthorised absences at any point in the school year, may be referred to the local authority with a recommendation of fixed penalty notice or legal prosecution procedures.





## Holidays and Trips taken during Term Time

In line with government guidelines, family holidays no longer constitute exceptional circumstances and consequently will not be authorised by school. Parents who believe an absence is exceptional and wish it to be authorised must notify the school in advance and request permission from the Head of School for the absence by completing a leave of absence request which is available on our website. Parents who take their child out of school in term time, due to a holiday or other similar event without the permission of the Head of School may be issued with a fine. With the introduction of the new National Framework for Penalty Notices, changes came into force for fines issued after 19th August 2024, details of the changes are available to see on our website at:

[www.longdendalehighschool.org.uk/parents/attendance/](http://www.longdendalehighschool.org.uk/parents/attendance/)

## Absence due to sickness

Students who are unable to attend school due to a medical need will have all reasonable and proportionate absences approved. However, if we feel the amount of time a student has taken off due to sickness becomes disproportionate we will insist on medical evidence, by way of an appointment card or letter from a GP, before we approve any other illness related absence. If this is the case families will first be notified via letter that this decision has been made. If after this letter, medical evidence is not provided, all absence related to sickness will be unauthorised and be eligible for a referral for a fixed penalty notice or legal prosecution.

## Encouragement and Rewards for Good Attendance

Throughout the year there are several opportunities to reward good attendance. Whilst we recognise that there are some factors influencing a child's attendance which may be out of their own control, we do not believe that this should take away from those students who do achieve good attendance. All rewards and celebrations are at the discretion of the SLT team and the student's Head of Year and therefore a child who has attendance below 95% will never be automatically disqualified from rewards and celebrations.

## Punctuality to School

Students arriving late to school create a worrying disruption to their learning and the learning of others in their classes. Missing even just a few minutes of a lesson has a significant impact on everyone, including the teacher in the class, as the lost learning has to be caught up, or the difficulty in understanding that this creates for a student can lead to disruptive behaviour. For this reason we have a firm stance on punctuality to school; students arriving late to school will receive the following sanctions:

First late of the week (between 8.30am - 9.00am)	Standards Card will be signed
Second late of the week (between 8.30am - 9.00am)	C2 lunchtime detention
Late after the close of registration (9.00am)	Same day C2 lunchtime detention and will be marked unauthorised for the morning session (code U).
Repeatedly late after the close of registration (9.00am)	Placed on a punctuality monitoring period which may incur further sanctions including SLT and Head of School detentions.

# The School Day

Our students are welcome on site from 8.00am. Students must remain in the Canopy or in the Dining Hall during this time. Students needing to use the toilets must ask permission from the member of staff on duty beforehand.

The School Day starts at 8.30am and all students are expected to be on the top court at the time of the 8.30am bell. To support students to do this a movement bell will sound at 8.27am. The movement bell signals to students to move to their tutor group line for the morning address.

If arriving late due to a school bus, this will not be considered late and students will be asked to wait on the basketball court.

Monday, Tuesday & Wednesday		Thursday & Friday	
<b>Years 7 &amp; 8</b>	<b>Years 9 - 11</b>	<b>Years 7 &amp; 8</b>	<b>Years 9 - 11</b>
Line up & Registration 08:30 - 08:40	Line up & Registration 08:30 - 08:40	Line up & Registration 08:30 - 08:40	Line up & Registration 08:30 - 08:40
Assembly or Form 08:40 - 09:10	Assembly or Form 08:40 - 09:10	Assembly or Form 08:40 - 09:10	Assembly or Form 08:40 - 09:10
Period 1 (P1) 09:10 - 10:05	Period 1 (P1) 09:10 - 10:05	Period 1 (P1) 09:10 - 10:05	Period 1 (P1) 09:10 - 10:05
Period 2 (P2) 10:05 - 11:00	Period 2 (P2) 10:05 - 11:00	Period 2 (P2) 10:05 - 11:00	Period 2 (P2) 10:05 - 11:00
Break 11:00 - 11:20	Break 11:00 - 11:20	Break 11:00 - 11:20	Break 11:00 - 11:20
Period 3 (P3) 11:20 - 12:15	Period 3 (P3) 11:20 - 12:15	Period 3 (P3) 11:20 - 12:15	Period 3 (P3) 11:20 - 12:15
Period 4 (P4) 12:15 - 13:10	Lunch 12:15 - 12:45	Form Time (P4) 12:15 - 12:45	Lunch 12:15 - 12:45
Lunch 13:10 - 13:40	Period 4 (P4) 12:45 - 13:40	Lunch 12:45 - 13:15	Form Time (P4) 12:45 - 13:15
Period 5 (P5) 13:40 - 14:35	Period 5 (P5) 13:40 - 14:35	Period 5 (P5) 13:15 - 14:15	Period 5 (P5) 13:15 - 14:15
Period 6 (P6) 14:35 - 15:30	Period 6 (P6) 14:35 - 15:30		

# The School Rules

Our staff are warm, welcoming, and friendly. They are passionate about working with young people, especially those who are most vulnerable, and are genuinely dedicated to enhancing the life opportunities of all children. Every routine we establish is designed with the most vulnerable children in mind. We practice these routines consistently and always explain our actions and their purpose.

While we hold exceptionally high expectations for all students, we also require full commitment from the families who choose Longdendale for their child. By accepting a place at our school, you agree to adhere to our policies, ethos, and procedures, and to support the school for your child's benefit. This collaboration ensures that all children can succeed.

To provide clarity to staff, students, and parents we have six basic school rules that we expect students to follow at all times;

1. Treat all others with respect



2. Be prepared for learning with the Longdendale 7

3. Wear the full and correct uniform



4. No mobile phones to be seen or heard whilst on school premises

5. Be punctual to school and lessons



6. No eating or drinking in the classrooms or on the corridors

## Mobile Phones, Smart Devices and Headphones

Mobile phones and smart devices (including tablets and watches) are not allowed to be seen on the school site. If a student wishes to bring a phone to school, the phone should be kept switched off and stored in their bags so they do not cause any disruption to the school day. If mobile phones or smart devices are seen or heard by a member of staff, then they will be confiscated with immediate effect. If a student refuses to hand over the item they will receive a Reset room sanction. Students will be able to collect their device at the end of the school day.

## Sexual Harassment, Homophobia and Racism

Sexual Harassment, Homophobia and Racism will not be tolerated at Longdendale High School. If it is decided that a student has made discriminatory comments or who is found to be promoting any type of homophobic bullying, they will be seriously sanctioned. This may result in a suspension and possibly a permanent exclusion.

## Selling

Selling items to other students is illegal. If students are found to be doing this, the items will be confiscated, and the profits given to a selected charity.

## Buses

Students behaving appropriately on school buses is essential for ensuring a safe and positive environment for everyone. By following rules such as staying seated, speaking softly, and respecting personal space, students help create a calm atmosphere that allows the bus driver to focus on the road. This respectful behaviour not only promotes safety but also fosters a sense of community among classmates, making the journey to and from school more enjoyable for all. Encouraging good manners and cooperation can significantly enhance the overall bus experience.

## Misuse of Social Media

Students are regularly informed and reminded about the dangers of social media and their responsibilities in using and accessing it. Therefore, students who use social media or the internet to cause upset, embarrassment or fear; either whilst in school or outside of school, will be sanctioned. The list below outlines some behaviours which are likely to lead to a sanction;

- Cyberbullying, sexting or verbal abuse of students and/or staff
- Posting or 'liking' any image which causes upset
- Posting any image without a person's knowledge and/or consent
- Posting images and comments which demonstrate illegal and/or inappropriate activity

## Drugs

Drugs, cigarettes, vapes and any associated paraphernalia or dangerous items are banned from school. If a student endangers the welfare of our students and staff by bringing drugs or dangerous items onto our school site or if a student is found to be supplying or distributing illegal substances and/or any items deemed to be drug paraphernalia, they are likely to be permanently excluded and the police informed.

## Inappropriate items brought into school

Longdendale High School has a zero tolerance policy towards any weapons being brought onto or into our school site. This for example, could be any type of knife. Any child who is suspected of having brought a dangerous item onto school premises will have their belongings searched. Students who have brought any type of weapon onto school premises are likely to be permanently excluded.

## Food & Drinks Policy

Chewing gum is a banned item and will result in a Reset room sanction. Due to the high level of sugar contained in fizzy drinks/energy drinks and the impact this can have on a student's behaviour, fizzy drinks and energy drinks are not allowed on the school site. If found, they will be confiscated. Longdendale High School encourages sugar free drinks. A water fountain is available and students are encouraged to bring a reusable water bottle to school with them.

## Permanent Exclusion

Permanent exclusions will only be used as a last resort, in response to a serious breach or persistent poor behaviour and defiance of the school rules. They are issued because allowing the student to remain in school after the incident would seriously harm the education or welfare of the student or others in the school.

- If a child is at risk of permanent exclusion for persistent breaches of the school's behaviour policy, this will be raised with their parents/carers during meetings or telephone calls. Options of support to avoid a permanent exclusion will be discussed at these meetings, however when these have been exhausted or when these are no longer suitable then a permanent exclusion may be issued.
- A serious breach of our behaviour policy may involve drugs, fighting, banned substances/items (including fireworks), assault against an adult or student and/or weapons. This list is not conclusive.

# School Uniform

It is compulsory that only those items stipulated within the official school uniform list are worn by our students. The only exception to this is if a student wishes to wear something of religious or cultural importance. In this instance the matter should be discussed with their Head of Year who will make a discretionary decision as to whether the item is appropriate for school.

## Main Uniform

**School Blazer:** Navy blue blazer displaying the Longdendale High School logo.

**Jumper/Tank Top:** Grey for Years 7 - 10. Burgundy for Year 11 students. Displaying the school logo.

**Tie:** Striped tie in year group colours.

**Trousers:** Dark grey or charcoal tailored school trousers, worn full length to the ankle. No jeans/denim or skinny trousers. No leggings/footless tights.

**Skirt:** Skirts are to be at least 20" in length and have the school logo on display below the waistband. Not to be rolled at the waist. Tights must be worn with a skirt.

**Shirt:** White shirt with collar that buttons to the top. Shirts should be tucked in at all times.

**Tights:** Compulsory when a skirt is worn. Plain black. At least 60 denier. No patterns. Socks must not be worn over the top of tights.

**Socks:** Plain black. No frills or bows. Not worn over tights.

**Shoes:** Plain black shoes. No boots, including Kickers ankle boots. No canvas shoes, shell toe pumps, trainers or sports shoe brands such as Adidas, Nike, Converse, Puma etc.



## PE Uniform

**PE Shirt:** Navy and sky blue shirt displaying the Longdendale High School logo.

**PE Hoodie or Sweatshirt (optional):** Navy and sky blue hoodie or navy crew neck sweatshirt displaying the school logo.

**PE Tracksuit Trousers:** Navy trousers displaying the school logo. One item of the tracksuit trousers, shorts or leggings must be worn for PE.

**PE Shorts:** Navy and sky blue shorts displaying the school logo. Navy football socks to be worn with shorts. One item of the tracksuit trousers, shorts or leggings must be worn for PE.

**PE Leggings:** Plain navy leggings. One item of the PE tracksuit trousers, shorts or leggings must be worn.

**PE Socks:** Plain socks. Navy football socks to be worn with shorts.

**PE Footwear:** Trainers or football boots. Suitable dance shoes will be required for GCSE Dance.

**Shin Pads:** Shin pads are required for football lessons, matches and clubs. Must be worn with navy football socks during this activity.



## Additional Uniform Expectations

Students are expected to maintain high standards in regards to their uniform and are expected to meet the following expectations.

**Jewellery:** A wrist watch (not a smart watch) may be worn but no other jewellery is permitted. This includes piercings – no earrings, nose studs, tongue studs or other visible piercings. New piercings cannot be covered or replaced with a retainer, they need to be removed.

**Make up:** Make up must be discreet and natural with no false eyelashes or extreme eyebrows.

**Nails:** No nail varnish, gel, acrylic or false nails are permitted.

**Hair:** No extreme hair styles such as shaved patterns or stripes. Hair should not be unnatural in colour. Hair accessories should be plain black, grey or navy. Head scarves should be plain navy. Long hair must be tied back during PE.

**Bag:** A strong waterproof bag, large enough to hold an A4 folder is expected to be brought to school each day.

**Outdoor Wear:** All outdoor wear including jackets, scarves, gloves or hoodies are not to be worn whilst in the school building.

## Students arriving at School without the correct uniform

Any student arriving without the correct uniform will be placed in our reset room until the uniform can be corrected. If students arrive wearing items that are not allowed, they will be confiscated and returned at the end of the day.

# Essential Items - The Longendale 7

For students to attend school each day ready for learning, they must bring with them their 'essential items' as detailed below. There is an expectation of every item, every lesson, every day. To support students to do this, they will be provided with a pencil case and essential items at the beginning of the academic year.

1. Black pen	✓
2. Green pen	✓
3. Pencil	✓
4. Ruler	✓
5. Scientific calculator	✓
6. Standards card	✓
7. Timetable	✓



## Students arriving at School without Essential Items

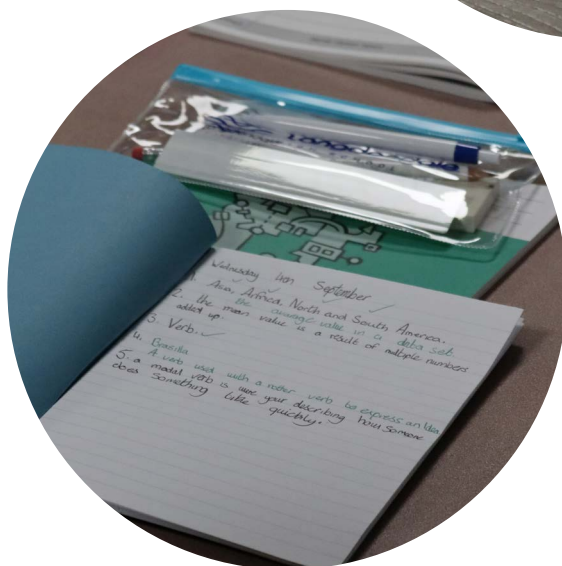
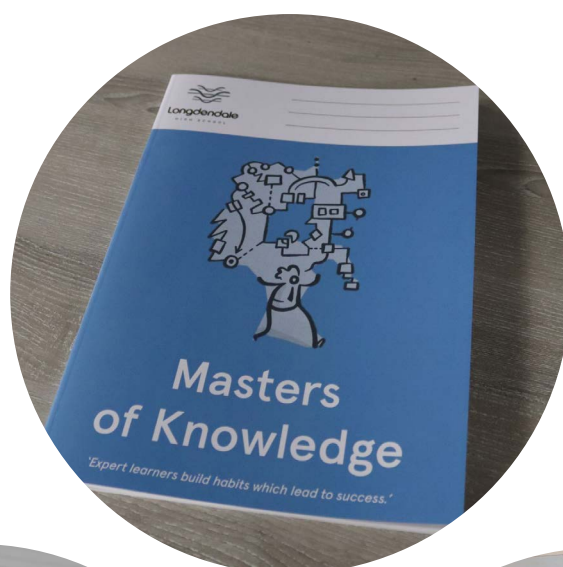
Class Charts Reward Shop: During break and lunch time, students who have not been able to bring all items of the basic kit with them, or requiring replacement equipment, will be able to purchase it from the Rewards Shop located at our aspiration table near the library. Where the student has enough Legacy points to purchase the items from the Class Charts shop this will be used as the method of payment.



# Masters of Knowledge

Our aspiration briefings are a key part of our morning routine. Students attend their aspiration briefings twice a week as a year group community. In the aspiration briefings, students focus on recalling the core substantive knowledge from their mastery sheets. This provides students with the opportunity to focus on developing a knowledge base so that when they go to lessons, they can build on this to work towards mastery.

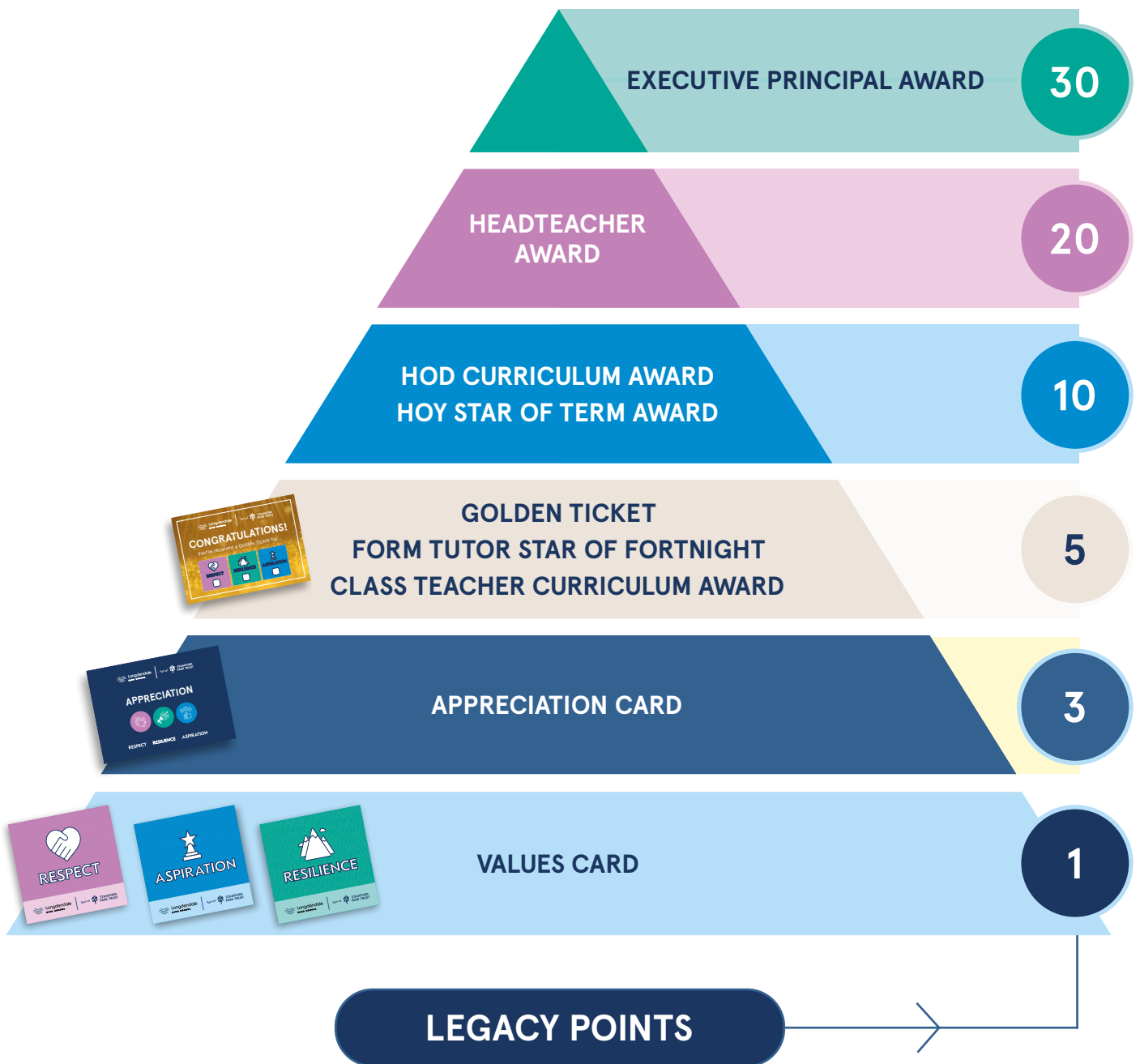
During the school week, students should work in their masters of knowledge booklets at home focusing on the two core learning strategies of; look, cover, write, check and knowledge drops. After they have completed some of their work, they can bring it to the aspiration table at break and lunch to share the work they have produced and receive recognition through an aspiration card or golden ticket.





# Rewards and Celebration

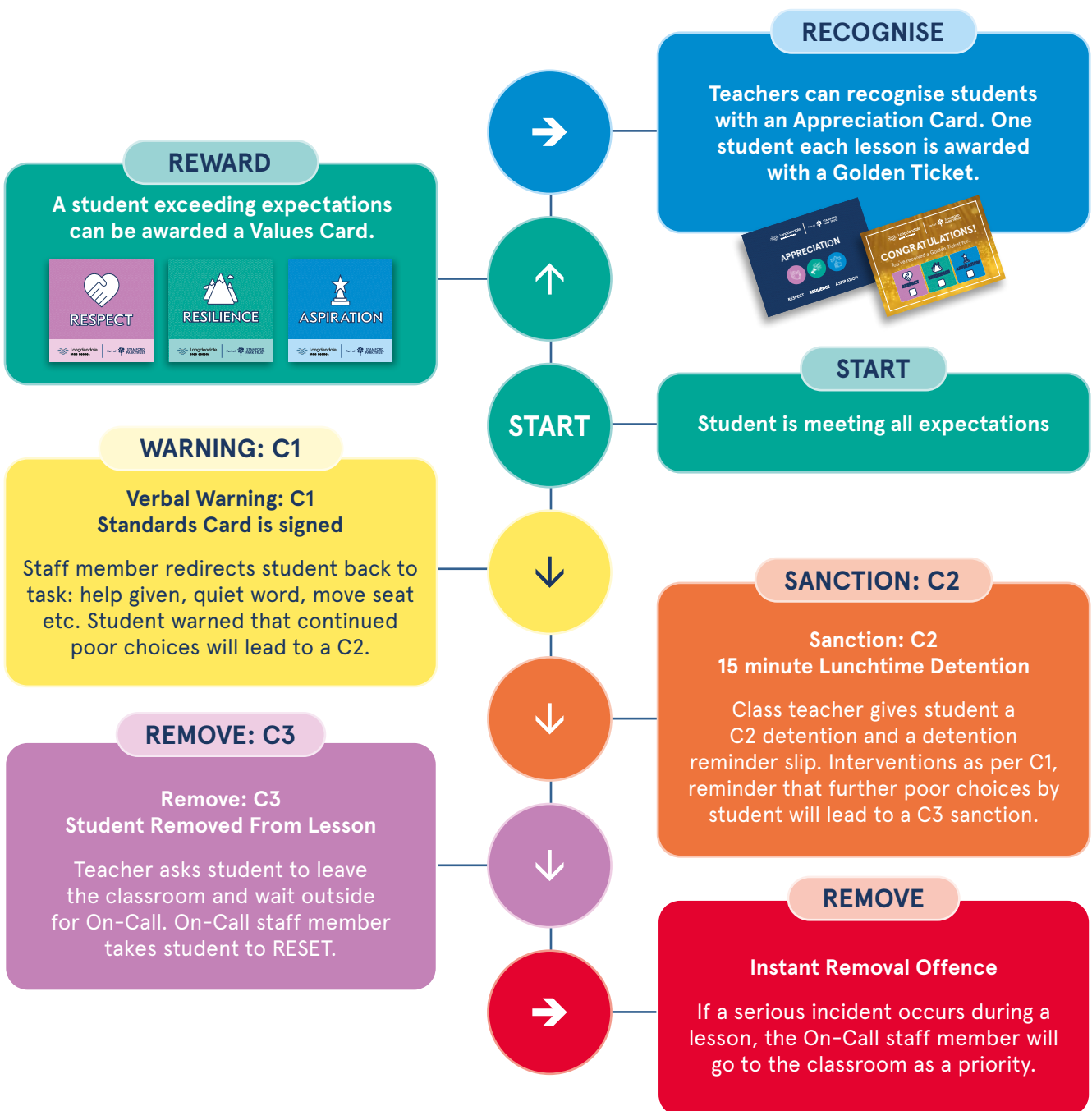
At Longdendale High School, we acknowledge students when they positively display our values. These are acknowledged regularly in the form of Legacy points which are issued electronically by teaching and support staff. There are weekly, half-termly and termly awards for individuals, forms and year groups.



# Behaviour and Culture

As represented by our core values it is important to us that our students make a positive contribution to their communities. By asking our students to follow some accepted behaviour norms of respect, we will ensure they are helping us develop a community based on mutual consideration and appreciation.

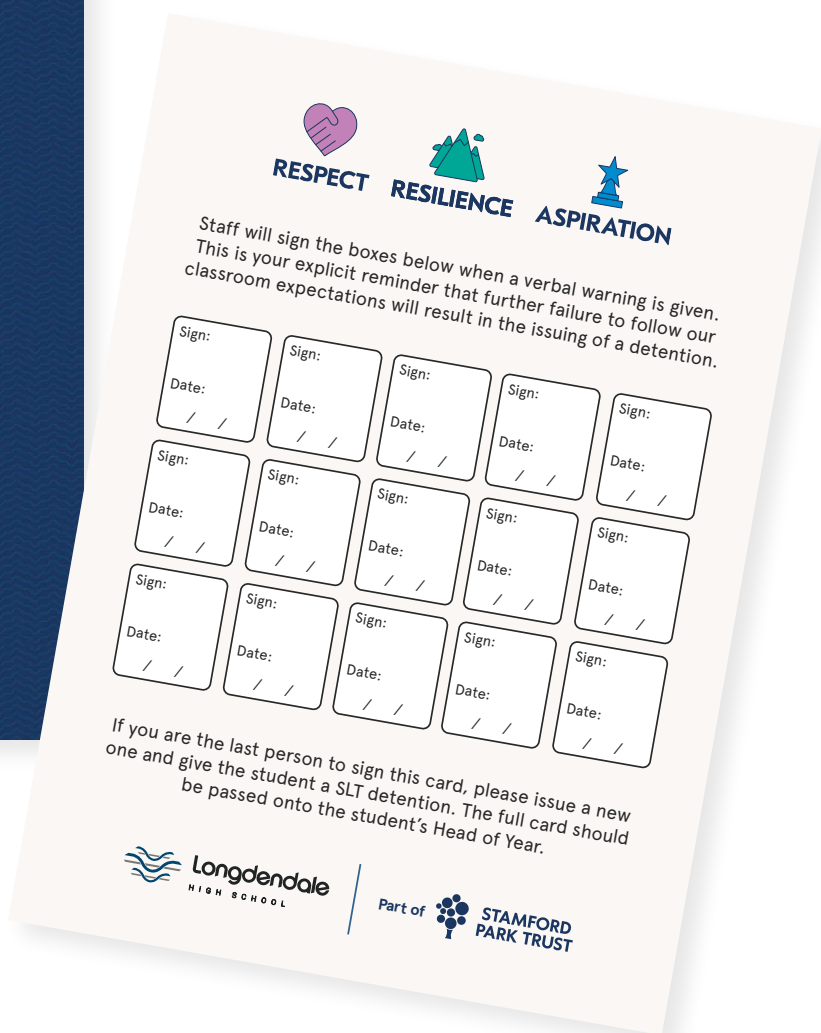
For the avoidance of doubt, all students are ambassadors for our school when travelling to and from school and when out and about in the local community. Our expectations and sanctions therefore apply to students behaviours during these times. More information relating to this can be found in our Behaviour Policy.



# Standards Cards

These are small cards which students must always carry in their blazer pocket. They are used to monitor the number of Verbal Warnings (VW) and act as an explicit method of issuing a memorable warning to students to support the avoidance of further poor behaviour.

Therefore, a student must hand the card to any member of staff on request and failure to do so will result in a SLT detention being issued to the student. If a student loses, defaces or fills up their standard card, replacement cards will be issued to them by their class teachers, however an SLT detention will also be issued.



# 'Out of Classroom Behaviour'

We expect our students to always demonstrate our values, not just during lessons and electives. Therefore, if a student fails to meet these expectations, detention will be issued. Some examples of behaviours which will lead to a detention are below, although this list is not exhaustive.

- ➔ Talking during a lesson
- ➔ Rudeness or Aggression
- ➔ Talking during reset
- ➔ Arriving late to the reset line
- ➔ Failing to have all of the 'Longdendale 7' Items
- ➔ Eating in a classroom or corridor
- ➔ Graffitiing equipment
- ➔ Boisterous behaviour
- ➔ Swearing
- ➔ Ignoring reasonable instructions

## Detentions

Detentions may last 15 minutes, 60 minutes or 90 minutes. They will take place at lunch time, during period 6 on a Wednesday or after school for the Headteacher's detention.

Students will be informed of the duration and location of the detentions by the teacher who has witnessed the incident or who has investigated it.

Students who are removed from lessons will be issued a detention removal. This means they are removed from lessons and social time for 5 consecutive periods and instead work in the Reset Room.

## Behaviour at transition and social times

Students are expected to demonstrate our core values at all times and this includes during their social times. Students who act inappropriately or unsafely will therefore be issued with an appropriate sanction. This will predominantly be their standards card being signed. More serious incidents will be investigated by the students Head of Year or a member of the Senior Leadership Team.

# Term Dates

## Term Dates for the Academic Year 2024/25

Term/Holiday	First Day	Last day
Autumn Term	Wednesday 4th September 2024*	Friday 25th October 2024
Autumn Half-Term	Monday 28th October 2024	Friday 1st November 2024
Autumn Term	Monday 4th November 2024	Friday 20th December 2024
Christmas Holidays	Monday 23rd December 2024	Friday 3rd January 2025
Spring Term	Tuesday 7th January 2025	Friday 14th February 2025
Spring Half-Term	Monday 17th February 2025	Friday 21st February 2025
Spring Term	Monday 24th February 2025	Friday 4th April 2025
Easter Holidays	Monday 7th April 2025	Monday 21st April 2025
Summer Term	Tuesday 22nd April 2025	Friday 23rd May 2025
Summer Half-Term	Monday 26th May 2025	Friday 30th May 2025
Summer Term	Monday 2nd June 2025	Friday 18th July 2025

### INSET Days

Monday 2nd September 2024

Tuesday 3rd September 2024

Monday 6th January 2025

Monday 21st July 2025

Tuesday 22nd July 2025

### Bank Holidays

Christmas Day Wednesday 25th December 2024 (during Christmas holidays)

Boxing Day Thursday 26th December 2024 (during Christmas holidays)

New Years' Day Wednesday 1st January 2025 (during Christmas holidays)

Good Friday Friday 18th April 2025 (during Easter holidays)

Easter Monday Monday 21st April 2025 (during Easter holidays)

Early May Monday 5th May 2025 (school closed)

May Day Monday 26th May 2025 (during Summer half-term)

\* Please note, the Autumn term starts on Wednesday 4th September for students in Year 7 and 11. Students in all years are to attend from Thursday 5th September.

# Safeguarding Concerns

If you are concerned about the wellbeing and safety of either yourself or anyone else who attends our school, you can talk to a Head of Year or any other teacher.

The Designated Safeguarding Lead for the school is Ms Finley. Mr Chiles and Miss Collins are the Deputy Designated Safeguarding Leads.



**Mr Michael Chiles**

Head of School and  
Deputy Safeguarding Lead

**Tel:** 01457 764006



**Ms Rachel Finley**

Deputy Headteacher and  
Designated Safeguarding Lead

**Tel:** 01457 764006



**Miss Sarah Collins**

Deputy Designated Safeguarding  
and Mental Health Lead

**Tel:** 01457 764006

## Tameside Multi Agency Safeguarding Hub (MASH)

Monday – Wednesday: 08:30 – 17:00  
Thursday: 08:30 – 16:30  
Friday: 08:30 to 16:00

**Tel:** 0161 342 4101

**Out of hours:** 0161 342 2222

## Derbyshire Children’s Services

**Tel:** 01629 533 190

### Early Help Access Point (EHAP)

**Tel:** 0161 342 4260

### NSPCC Child Protection Helpline

**Tel:** 0800 800 5000 (free 24 hour service)

### Childline

**Tel:** 0800 11 11 (free 24 hour helpline for children)



Kooth gives young people immediate access to an online team of experienced, accredited counsellors. The service is open for support 365 days per year, between 12pm–10pm on weekdays, and 6pm–10pm on weekends and holidays.

[www.kooth.com](http://www.kooth.com)

# School Communication

Longdendale High School uses School Gateway, an essential tool to keep you informed about what's going on at school. It keeps everything in one place, behind one login, so you can easily keep in touch. You will be able to link to the additional electronic platforms we use in school via School Gateway.

## Schoolgateway

In order to log-in as a new user, the 'first parent contact' will need to input the email address and mobile phone number we have on file for you.

<https://login.schoolgateway.com/0/auth/login>

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On our website you can find school policies, letters, general information and school closure notices etc. You will also find the link to set-up as a new user on School Gateway.

[www.longdendalehighschool.org.uk](http://www.longdendalehighschool.org.uk)

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Using a secure website called Parent Pay parents/carers are able to pay online using their credit or debit card for items such as lunch or break time monies, school trips, pre-loved uniform and music tuition. Once an account has been created, you can access Parent Pay through School Gateway.

[www.parentpay.com](http://www.parentpay.com)

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Class Charts is our parent/student communication platform. It is an online system to help you keep track of your child's behaviour, attendance records, weekly timetable, assigned homework tasks and track scheduled detentions. Once an account has been created you can access Class Charts through School Gateway.

[www.classcharts.com](http://www.classcharts.com)

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This is a digital service that we use to book Parents' Evening appointments. Once an account has been created, you can access through School Gateway.

<https://longdendale.schoolcloud.co.uk/>

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# How to Contact the School

It is important that parents and carers know how to contact the school. Here are the ways that you can contact us. We will always try our best to call or email back as soon as possible, but please allow up to 48 working hours for a response. If there is an urgent matter, please specify this in the communication.

Due to the nature of running a busy school, it is unlikely that meetings will be able to happen the same day if parents attend the school without prior notice. Please use the channels below to arrange any phone calls or meetings with staff.

To contact our safeguarding team, please email [safeguarding@lhs.spt.ac.uk](mailto:safeguarding@lhs.spt.ac.uk) or call **01457 764006** and ask to speak to the safeguarding team. You can visit us in person by dropping into our main office which is open from 8.30am until 4.10pm Monday - Thursday and 8.30am - 3.15pm on a Friday.

The main office can be called on **01457 76400**. Phone lines are open from 8.30am until 4.10pm Monday - Thursday and 8.30am - 3.15pm on a Friday. During busy times (usually first thing in the morning, during lunch and at the end of the school day) the office staff may be supporting students, and you may need to leave a message. Voice messages are listened to regularly.

Emails can be sent to [head@lhs.spt.ac.uk](mailto:head@lhs.spt.ac.uk) - the Headteachers PA monitors this email account and will pass the email onto the relevant member of staff. Please do not send urgent messages through this service.

# How the School will Contact Families

The termly newsletter includes a round up of all the activities across the school and also key information about upcoming events.

Class Charts is the main method of communication between school and home for tracking behaviour. All families should have a login code for Class Charts, Please ensure that you can login to access this key information. Please contact the school if you do not have a code.

Emails will be sent to the email address you have supplied. This is our preferred method of communication. Text messages may also be sent by the school. Any urgent matters will be communicated by a phone call - if we cannot get hold of you, we will leave a voicemail or send a text message, Please ensure you contact the school if your contact details change.

School reports are sent out 3 times per year to include a student's latest academic results and/or attitude to learning grade.

Form tutor information evenings are held early in the school year. This is an opportunity for parents to come into school to meet with their child's form tutor to review progress, attendance, and attitudes to learning. Each year group also has a dedicated parents' evening, where parents/carers can meet with subject teachers for an allocated time.



# Curriculum

The deliberate design and sequencing of our curriculum allows our students to commit knowledge to long-term memory through a curriculum that builds on prior knowledge and revisits at levels of greater complexity.

Our curriculum planning is shared through our school website so you can see what your child will be learning in each term, and how this builds over time.

This information can be found on our website through the 'learning' tab, and then by selecting 'curriculum by year group'.

# Supporting Your Child

If you are wanting to find out more about free school meals, please see our school website.

Information can be found through the 'support' tab, under 'pupil premium'. All students in receipt of free school meals also receive free toast at break times in the canteen, to ensure they have two opportunities to eat within the school day free of charge.

We offer free sanitary products for all students in the student toilets, and in addition packs of these products can be collected from the school office, or from the pre-loved uniform shop at any parent evening event.

# Behaviour of Parents and Carers

There are likely to be occasions where parents disagree with a decision or action of the school. In these instances parents must remain respectful when talking to school staff and must act appropriately when in or around the school site. It is important that all adults in our community set an example to our students and never act in a way that threatens or frightens our children. If this does happen, we will report parents for public disorder or otherwise, to the police and ask them to take action to stop it from happening again. Our Parent and Carer Code of Conduct is available to view on our website at: [www.longdendalehighschool.org.uk/who-we-are/our-policies/](http://www.longdendalehighschool.org.uk/who-we-are/our-policies/)

In instances where parents do have cause for disagreement with school, we insist that those concerns are raised professionally and respectfully with us. It is important that home and school outwardly present a united front to students in order to retain the effectiveness and respect demanded in a school environment. This therefore means we kindly insist that students are not present or witness to parents or carers criticising school procedures or staff either at home or at school. We are very happy to meet any parent and to have an open and frank conversation where both sides are listened to and hopefully an agreement is reached that all parties are happy with.

# RESPECT RESILIENCE ASPIRATION



**Longdendale**  
HIGH SCHOOL

Part of



**STAMFORD  
PARK TRUST**

If you have any questions regarding any of the information in this document, or perhaps questions about something that is not included in here, you can contact us using the school admin email address below. If you are a student with a question you can ask your form tutor or your Head of Year.

Longdendale High School, Spring Street, Hollingworth, Hyde, Cheshire, SK14 8LW  
T: 01457 764006 | E: [admin@lhs.spt.ac.uk](mailto:admin@lhs.spt.ac.uk) | W: [www.longdendalehighschool.org.uk](http://www.longdendalehighschool.org.uk)