

FAMILY HANDBOOK

2026-27



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

Listen to others
without interruption

Respond promptly
and positively

Have pride in our
environment and
our community



RESILIENCE

Have a
positive attitude

Work hard,
never give up

Learn from mistakes

Embrace challenges



ASPIRATION

Aim high

Believe in ourselves

Accept only our best

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



01457 764006



Spring Street, Hollingworth, Hyde, SK14 8LW



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

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 HEADTEACHER

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
Headteacher

STAFF AT LONGDENDALE HIGH SCHOOL

Senior Leadership Team

Mr M Chiles	Headteacher
Mrs S Ayre	Deputy Headteacher
Dr A Glancey	Deputy Headteacher
Miss N Cole	Assistant Headteacher
Mr M Hollin	Assistant Headteacher
Mr J Bowland	Assistant Headteacher
Mrs E Warren	Assistant Headteacher
Mr L Crompton	Associate Assistant Headteacher
Mrs J Willis	Associate Assistant Headteacher

Inclusion/Pastoral Team

Mrs E Warren	Director of Inclusion
Mrs J Willis	Head of Year 7
Miss K Smith	Head of Year 8
Mrs L Kelly	Head of Year 9
Mr A Boardman	Head of Year 10
Mr P Rea	Head of Year 11
Miss O Hamilton	Safeguarding and Mental Health Officer

Subject Leaders

Mrs E Baxter-Smallwood	Head of English
Miss C Woods	Head of Maths
Mr B Wilson	Head of Science
Mrs C Kennedy	Head of Business and Computing
Ms R Kerfoot	Head of Humanities
Mr B Bowden	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 97% 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 on the first day of absence and each subsequent day of absence. This must be done by telephoning the school on **01457 767101** between 7.45am - 8.20am. 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.

Frequent absences can add up quickly and be harmful to your child's progress at school.



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 Headteacher 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 Headteacher 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/

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.

HOME VISITS

Where a student is absent from school for a number of days, school staff will likely conduct a home-visit. This is to provide any support we can, to help all our families and students maintain excellent attendance. We endeavour to work with our families and students to promote excellent attendance at school.

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 senior leadership team and the student's Head of Year and therefore a child who has attendance below 95% will never be automatically disqualified from rewards/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)	Will be marked unauthorised for the morning session (code U) and will receive an after school detention, with 24 hours notice.
Repeatedly late after the close of registration (9.00am)	Placed on a punctuality monitoring period which may incur further sanctions including SLT and Headteacher detentions.



ATTENDANCE MATTERS

AT LONGDENDALE HIGH SCHOOL

At Longdendale High School, we are committed to providing *every student* with a full and inclusive education in a safe, caring environment. Excellent attendance and punctuality are key to helping young people succeed academically and socially.



WHY ATTENDANCE IS IMPORTANT

- Attending school regularly helps students achieve their best and prepares them for future opportunities.
- Research shows that good attendance leads to better exam results and improved career prospects.
- We use a recognition-based approach to celebrate excellent attendance - both individual and collective achievements. Full details are available in our Attendance Policy, viewable on our website.



SCHOOL TIMES & PUNCTUALITY

- Students must arrive by **8:30am** in full school uniform.
- The register closes at 9:10am. Students arriving after this time without a valid reason will be marked as having an unauthorised absence.
- Arrivals before the register closes = Late (L)
- Arrivals after the register closes = Unauthorised (U)



WHO IS RESPONSIBLE?

- **School:** Promote a sense of belonging and monitor attendance closely, offering support where needed.
- **Parents/Carers:** Encourage daily attendance and punctuality. Understand and follow attendance expectations.
- **Students:** Attend every day, on time, and engage fully in learning.
- **External Agencies:** Support families to overcome barriers to attendance.



REPORTING ABSENCES

- Please report your child's absence by 8:20am; call **01457 767101** on the first day and each subsequent day they are off.
- For minor illnesses (e.g. sore throat, headache), we encourage attendance.
- If needed, provide medical evidence (e.g. prescription, appointment card) with your child's name and date.



REQUESTING LEAVE

- Submit leave requests at least 10 school days in advance using the form on our website.
- Please book medical/dental appointments outside school hours where possible.



SAFEGUARDING & HOME VISITS

- If we don't hear from you, we'll follow up with calls, texts, or a home visit.
- Unexplained or prolonged absences trigger safeguarding procedures. We act quickly to ensure every child is safe and well.
- If no contact is made within 5 days, we may request a welfare check by the Education Welfare Officer or Police, and may contact Children's Services.



ATTENDANCE DEFINITIONS

- **Persistent Absence**
Below 90% attendance (19+ missed days/year)
- **At Risk of PA**
Below 95% attendance (10-18 missed days/year)
- **Severe Absence:**
Below 50% attendance: requires intensive support



REMOVAL & HOME EDUCATION

- Students may only be removed from the register for reasons in the School Attendance Regulations 2024.
- While not supported by Longdendale High School due to its impact on outcomes, families have the legal right to choose home education. Please note: there is no automatic right of return once this decision is made.

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	
Years 7, 8 & 11	Years 9 & 10	Years 7, 8 & 11	Years 9 & 10
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
Lunch 12:15 - 12:45	Period 4 (P4) 12:15 - 13:10	Lunch 12:15 - 12:45	Form Time (P4) 12:15 - 12:45
Period 4 (P4) 12:45 - 13:40	Lunch 13:10 - 13:40	Form Time (P4) 12:45 - 13:15	Lunch 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



RESPECT



RESILIENCE



ASPIRATION

MOBILE PHONES, SMART DEVICES AND HEADPHONES

Mobile phones must not be used or accessed during the school day. Students who bring a phone to school must switch it off and store it securely in their allocated Phone Locker pouch, which must remain inside their school bag throughout the school day. At the end of the school day, a member of staff will unlock the pouch so students can access their phone. Smart watches, headphones, earbuds and other similar devices are not allowed in school and should be left at home. If a student is found using or accessing their phone during the school day, it will be retained in school for 48 hours before being returned. Thereafter, the student must hand their phone to their Head of Year each day for the remainder of the half term.

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. It is essential that students always conduct themselves responsibly and respectfully when using transport to and from school. Failure to do so will lead to school sanctions being applied. 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. Please see an outline of our behaviour expectations on the next page, including the steps that will be taken to address any poor behaviour choices.

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.

STUDENT BEHAVIOUR EXPECTATIONS WHEN TRAVELLING ON BUSES

It is essential that students always conduct themselves responsibly and respectfully when using transport to and from school. Failure to do so will lead to school sanctions being applied.

We would like to remind families of some core expectations for student behaviour on the bus. These include, but are not limited to:

STUDENT EXPECTATIONS

No playing loud music or using devices in a disruptive manner

No intimidating or bullying other students

No throwing food or litter on the bus

No making inappropriate gestures or comments to members of the public

No distracting or disrupting the bus driver

You **must** pay for the bus service, where applicable

Any behaviour that puts the safety or wellbeing of others at risk, or that damages the school's reputation, will **not** be tolerated. The following steps will be taken to address any poor behaviour choices.

STEP 1

- In school sanction
- Parents contacted
- Reminded of bus expectations
- Informed of Step 2

STEP 2

- Parent meeting with Head of Year
- Bus ban for 5 school days
- Reminded of bus expectations
- Informed of step 3

STEP 3

- Parent meeting with Senior Leader
- Bus ban for remainder of half-term
- Reminded of bus expectations
- Informed of step 4

STEP 4

- Parent meeting with Headteacher
- Banned from bus for remainder of academic year
- Behaviour potentially reported to the police (anti-social behaviour)

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: Charcoal grey V neck jumper or tank top. There is no longer a requirement that the jumper displays 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, dark grey or charcoal in colour and pleated. They are not to be rolled at the waist. Tights must be worn with a skirt. It is no longer a requirement that the skirt displays the school logo.

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. The only exception to this is one studded earring in each ear lobe is permitted. 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 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 LONGDENDALE 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 some of the essential items at the beginning of the academic year.

1. Black pen, green pen, pencil	✓
2. Ruler	✓
3. Scientific calculator	✓
4. Standards card	✓
5. Timetable/lanyard	✓
6. Whiteboard with pen and eraser	✓
7. All items stored in a zip wallet	✓



STUDENTS ARRIVING AT SCHOOL WITHOUT ESSENTIAL ITEMS

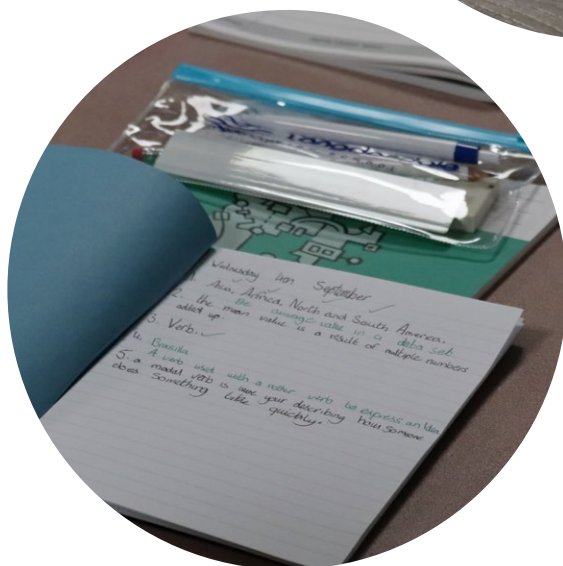
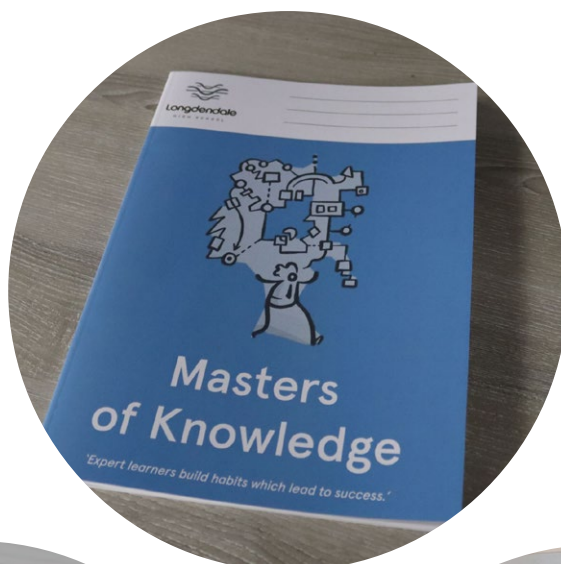
Reward Shop: During break and lunch time, students who have not been able to bring all items of the basic kit with them, or requiring replacement equipment, will be able to purchase it from the Rewards Shop located at our aspiration table near the library. Where the student has enough Legacy points to purchase the items from the Arbor shop this will be used as the method of payment. Where a student does not come prepared with their Longdendale 7, a next day 15 minute lunchtime detention will be issued.



MASTERS OF KNOWLEDGE

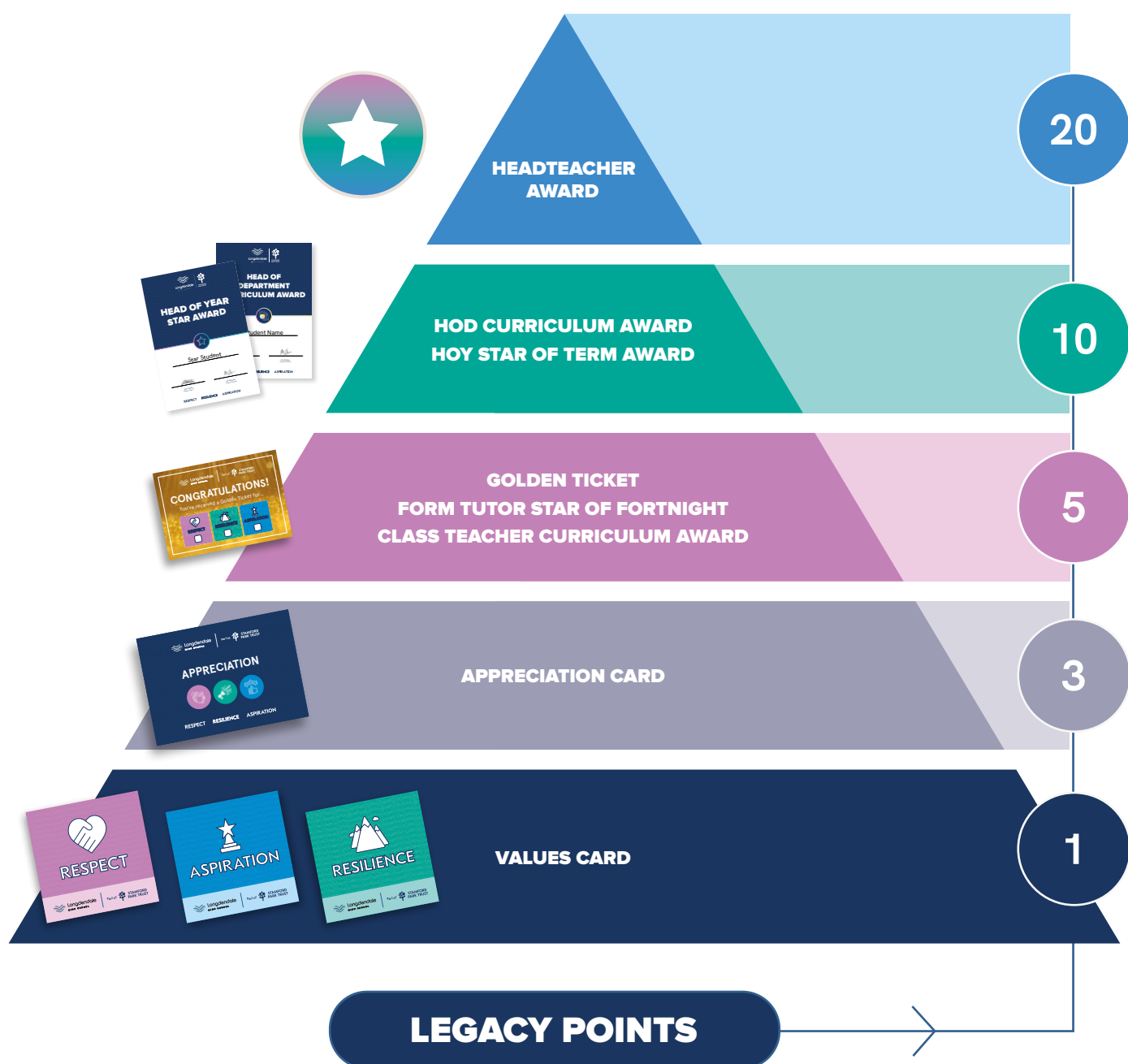
Our aspiration briefings are a key part of our morning routine. Students attend their aspiration briefings twice a week as a year group community. In the aspiration briefings, students focus on recalling the core substantive knowledge from their mastery sheets. This provides students with the opportunity 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

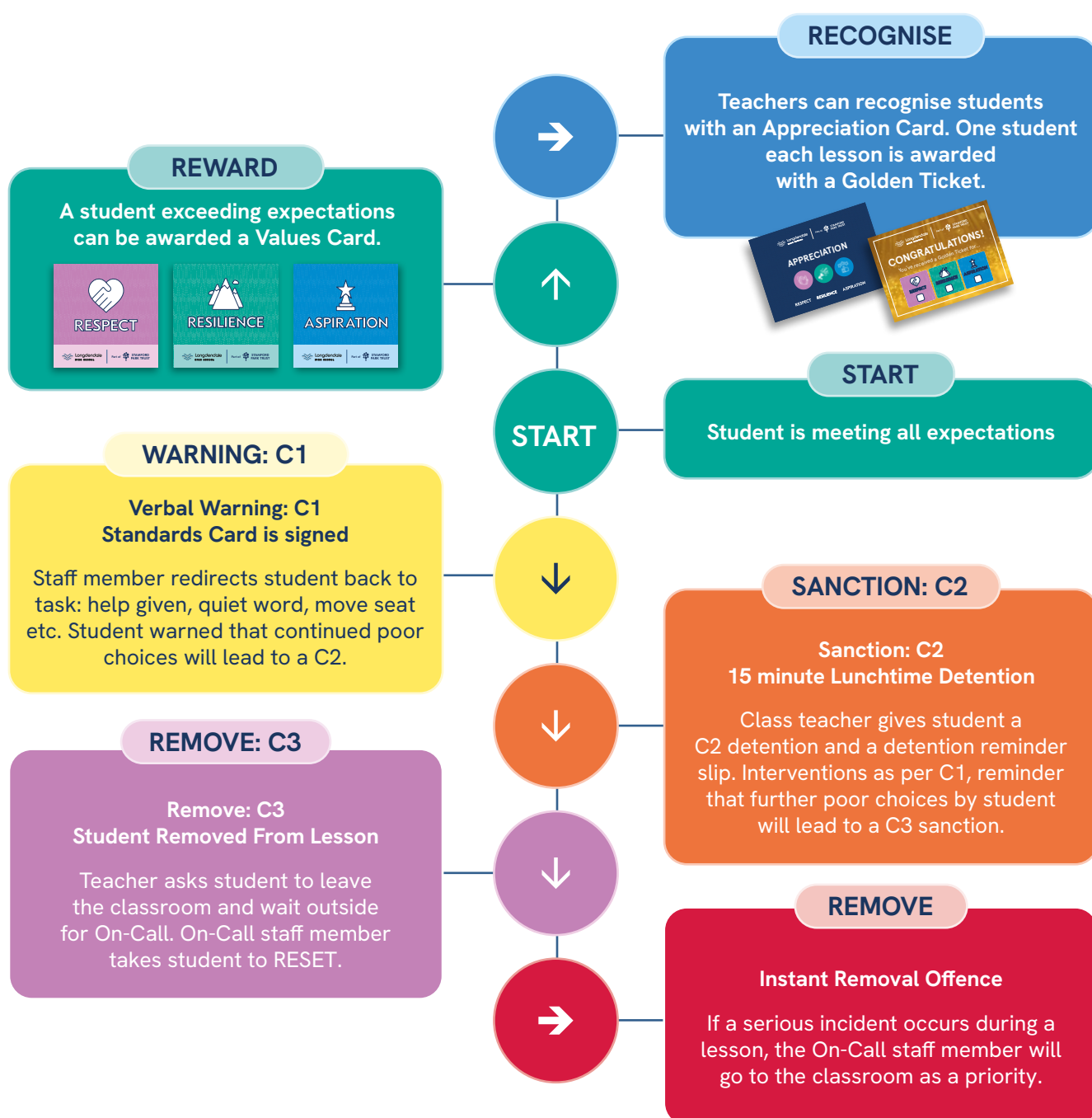
At Longdendale High School, we acknowledge students when they positively display our values. These are acknowledged regularly in the form of Legacy points which are issued electronically by teaching and support staff. There are weekly, half-termly and termly awards for individuals, forms and year groups.



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.

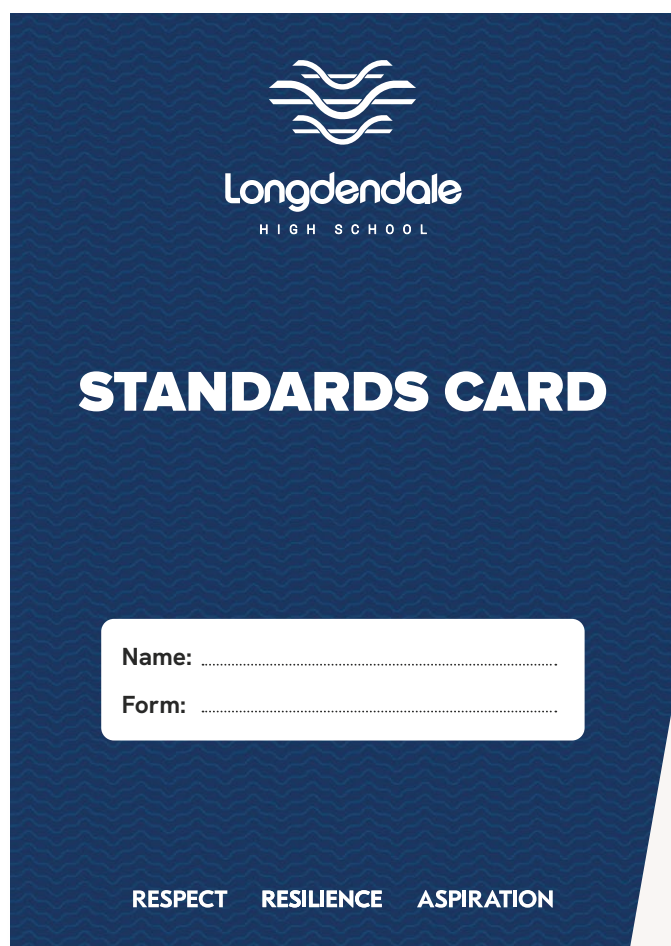
For the avoidance of doubt, all students are ambassadors for our school when travelling to and from school and when out and about in the local community. Our expectations and sanctions therefore apply to students behaviours during these times. More information relating to this can be found in our Behaviour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



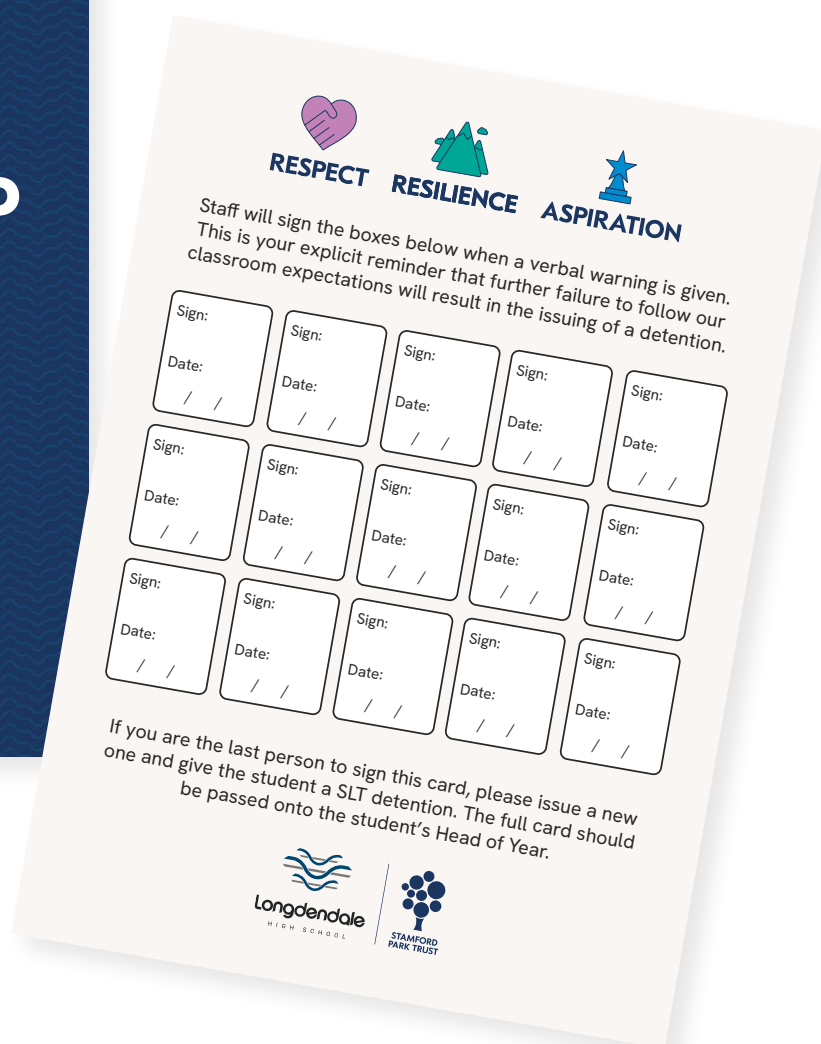
STANDARDS CARDS

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 after school detention will also be issued.



The front of the Standards Card is dark blue with a white wavy pattern. At the top is the Longdendale High School logo, which consists of three stylized waves above the text "Longdendale HIGH SCHOOL". Below the logo, the words "STANDARDS CARD" are written in large, bold, white capital letters. At the bottom, the words "RESPECT RESILIENCE ASPIRATION" are written in white capital letters. In the center, there is a white rectangular box with a rounded border containing two lines of text: "Name:" and "Form:".



The back of the Standards Card is white. At the top, there are three icons: a purple heart with hands, a green mountain, and a blue star. Below each icon is a word: "RESPECT", "RESILIENCE", and "ASPIRATION". Below these words, there is a paragraph of text: "Staff will sign the boxes below when a verbal warning is given. This is your explicit reminder that further failure to follow our classroom expectations will result in the issuing of a detention." Below this text is a 3x5 grid of boxes. Each box contains the words "Sign:" and "Date:" followed by two slashes. At the bottom of the card, there is a paragraph of text: "If you are the last person to sign this card, please issue a new one and give the student a SLT detention. The full card should be passed onto the student's Head of Year." At the very bottom, there are two logos: the Longdendale High School logo and the Stamford Park Trust logo.

BEHAVIOUR EXPECTATIONS

We expect our students to always demonstrate our values at all times, not just during lessons and electives. Therefore, if a student fails to meet these expectations, a 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

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

- ➡ Lunchtime detention: 15 minutes
- ➡ SLT detention: 55 minutes (during a Monday period 2)
- ➡ After school detention: 45 minutes (Tuesday or Thursday)
- ➡ Headteacher detention: 1 hour 15 minutes (Friday 2.15pm - 3.30pm)

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.

ANTI-BULLYING

Longdendale High School are committed to providing a safe environment at school and bullying incidents are rare.

As reported by Ofsted in 2023: "Pupils who spoke with inspectors reported that they feel safe and happy in school. They are confident that leaders and staff will listen to their concerns. Staff deal well with incidents of bullying." Our Anti-Bullying policy is built on the below stepped approach and is available to view on our website: www.longdendalehighschool.org.uk/who-we-are/our-policies/

Friendship fallout or isolated incident between students

NOT BULLYING

- Restorative conversation/apology actioned by Head of Year
- If required C2 lunchtime detention awarded
- Form Teacher and Head of Year to monitor the student/s involved
- Parents/carers of both parties to be contacted

Repetition of choice towards same or new student(s) which causes upset/distress

POTENTIAL BULLYING BEHAVIOUR

- Restorative meeting actioned by Head of Year
- "Anti-Conflict agreement" and "Rethinking my behaviour" booklet completed
- Restate expectations about acceptable behaviour towards others (Tolerance and Respect)
- Head of Year to monitor the student/s involved – support for victim
- Head of Year to set appropriate school-based sanction
- Parents /carers of both parties informed

Continuation of choices towards others which fit Longdendale's definition of bullying

BULLYING BEHAVIOUR

- Parent/carer meeting at school actioned by Head of Year with senior staff (actions agreed to support bully in changing behaviours – "Anti-Bullying Contract" to support this and contract signed by student & parent/carer)
- Regular follow up and review of behaviour/contract by Head of Year
- Restorative meeting to include "Anti-Bullying Contract"
- Head of Year to award school-based sanction (RESET)
- Head of Year to inform victim's parent/carers of appropriate actions and have a regular follow up with victim/ provide a support package as appropriate

Persistent choices towards others which fit Longdendale's definition of bullying

BULLYING BEHAVIOUR

- Pastoral Panel Meeting at school actioned by senior staff - trustees may be present - actions and support agreed
- Potential restriction on unstructured time/movement in the building/removal from lessons
- In school support and support from outside agencies (which may include: police / platform / YOT)
- Sanctions - RESET, partner school exclusion and fixed term exclusion
- Victims and parent/carers informed and may be invited to school for a meeting if appropriate
- Senior staff and Head of Year to have regular follow up with victim and provide a support package as appropriate

TERM DATES

Term Dates for the Academic Year 2026/27.

Term/Holiday	First Day	Last day
Autumn Term	Wednesday 2nd September 2026	Thursday 15th October 2026
Autumn Half-Term	Friday 16th October 2026	Friday 30th October 2026
Autumn Term	Monday 2nd November 2026	Friday 18th December 2026
Christmas Holidays	Monday 21st December 2026	Friday 1st January 2027
Spring Term	Monday 4th January 2027	Friday 12th February 2027
Spring Half-Term	Monday 15th February 2027	Friday 19th February 2027
Spring Term	Monday 22nd February 2027	Thursday 25th March 2027
Easter Holidays	Friday 26th March 2027	Friday 9th April 2027
Summer Term	Monday 12th April 2027	Friday 28th May 2027
Summer Half-Term	Monday 31st May 2027	Friday 4th June 2027
Summer Term	Monday 7th June 2027	Wednesday 21st July 2027

INSET Days

Tuesday 1st September 2026

Friday 16th October 2026

Friday 27th November 2026 (within Autumn term)

Friday 12th March 2027 (within Spring term)

Monday 5th July 2027 (within Summer term)

Bank Holidays

Christmas Day Friday 25th December 2026 (during Christmas holidays)

Boxing Day (substitute) Monday 28th December 2026 (during Christmas holidays)

New Years' Day Friday 1st January 2027 (during Christmas holidays)

Good Friday Friday 26th March 2027 (during Easter holidays)

Easter Monday Monday 29th March 2027 (during Easter holidays)

Early May Monday 3rd May 2027 (school closed)

May Day Monday 31st May 2027 (during Summer half-term)

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 Dr Glancey. Mr Chiles and Miss Hamilton are the Deputy Designated Safeguarding Leads.



Mr Michael Chiles
Headteacher and
Deputy Safeguarding Lead
Tel: 01457 764006



Dr Alex Glancey
Deputy Headteacher and
Designated Safeguarding Lead
Tel: 01457 764006



Miss Olivia Hamilton
Mental Health Officer and
Deputy Safeguarding 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

SCHOOL COMMUNICATION

Longdendale High School uses Arbor, 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 up to date.

The Arbor Parent Portal and App allow you to access information, receive school communications, make payments and manage a range of school-related activities in one place. All families should have a login code for Arbor - please ensure that you can login and access key information. Please contact the school if you do not have a code.

Parents and carers can use Arbor to:

- View attendance – keep track of your child's attendance and absence information
- Stay informed about your child's behaviour
- Receive school communications – receive messages, reminders and important updates from the school
- Book Parents' Evening appointments
- Make payments – pay for school trips, activities, clubs, meals and other items through Arbor payments
- Give consent – provide consent for trips, activities and other school requests when required
- View trips and activities – access information and sign your child up for relevant opportunities.

Please ensure that your contact details and those of your child are kept up to date on Arbor. You can check the information we hold and submit any changes where permitted.

Our school website also provides a range of useful information, including school policies, general school information and details of what your child is learning: www.longdendalehighschool.org.uk



HOW TO CONTACT THE SCHOOL

It is important that parents and carers know how to contact the school. We will always aim to respond to calls and emails as soon as possible; however, please allow up to 48 working hours for a response. If there is an urgent matter, please specify this in the communication.

It is unlikely that meetings will be able to be arranged on the same day if parents attend the school without prior notice. Please use the contact routes below to arrange contact with a member of staff.

Main Office: The main office can be contacted via admin@lhs.spt.ac.uk or telephoned on **01457 764006**. Our phone lines are open Monday to Thursday: 8:30am – 4:10pm and Friday: 8:30am – 3:15pm.

At busy times, particularly first thing in the morning, during lunch and at the end of the school day, office staff may be supporting students and you may need to leave a message. Voicemails are checked regularly.

Raising a Concern or Query: If you have a concern or query, please follow the escalation route below:

- Form Tutor – please contact your child’s form tutor in the first instance.
- Head of Year – if the matter requires further support, please contact your child’s Head of Year.
- Senior Leader – if the matter remains unresolved, please contact the Senior Leader responsible for your child’s year group.

Safeguarding: For safeguarding concerns, please call **01457 764006** and ask to speak to the safeguarding team or email safeguarding@lhs.spt.ac.uk

To contact Mr Chiles, Headteacher, please email head@lhs.spt.ac.uk. This inbox is monitored by the school’s Operations Manager. Please do not use this email address for urgent matters.

HOW THE SCHOOL WILL CONTACT FAMILIES

We believe that strong communication between home and school is essential to supporting every student’s progress, wellbeing and success.

Email is our preferred method of communication. Emails will be sent via Arbor to the email address you have provided. We may also use text messages where appropriate. Urgent matters will usually be communicated by telephone. If we are unable to reach you, we may leave a voicemail or send a text message. Please ensure the school is informed promptly if your contact details change.

Our termly newsletter provides a roundup of activities and achievements across the school, along with key information about upcoming events.

School reports are sent out 3 times per year to include a student’s latest academic results and/or attitude to learning grade. Each year group also has a dedicated Parents’ Evening, providing parents and carers with the opportunity to meet with subject teachers at allocated appointment times to discuss their child’s progress.

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/

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.

A photograph of two students, a boy and a girl, walking through a school hallway. They are both wearing school uniforms consisting of blazers, sweaters, and ties. The boy is on the left, gesturing with his hands as he speaks. The girl is on the right, smiling and also gesturing. The hallway has a modern design with a grid ceiling and colorful wall panels. The image is overlaid with a semi-transparent blue filter.

**“EVERY ASPECT OF SCHOOL
LIFE IS BASED UPON THE
CORE VALUES OF RESPECT,
RESILIENCE AND ASPIRATION”**

IQM 2025

RESPECT

RESILIENCE

ASPIRATION

RESPECT RESILIENCE ASPIRATION

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 | W: www.longdendalehighschool.org.uk