

WELCOME TO MORTIMER

We are incredibly excited to welcome you to Mortimer Community College and we thank you for your trust and choice to work in partnership with us over the next 5 years. We are very proud of the work that we are doing here at Mortimer. Every year our school is going from strength to strength, and this is an exciting time to join us as you look at moving into the next step of your child's educational journey. We pride ourselves on our high expectations and appreciation of learning, both inside and outside of the classroom, which ensures that all students have the platform to maximise their talents and gifts, giving your child the very best of outcomes and experiences. We also work hard to build and install pride, respect, ambition and resilience in all our students as they develop through the Key Stages. We look forward to working with you, and your child and can't wait to see what they can achieve during their time at Mortimer.



#BetterNeverStops

Mr Clough, Head of Year 7

FIRST DAY

Year 7 will start their first day at school on Wednesday 6th September at 8.45am. In order to give Year 7 time to get settled in, the other year groups will have a later start time for this day.

Upon arrival, students will be met by key staff including their Head of Year, Key Stage Coordinator, Form Tutor and Transition Manager.

They will receive their timetable showing which lessons they have throughout the week as well as the teacher and the classroom. They will have a tour of the school to identify the classrooms they will need, and they will prepare to start lessons later that morning.

Please ensure students bring a bag suitable for carrying school books and equipment. As a minimum students are expected to have a pen, pencil, ruler and a pencil case.

PARENTPAY



We use an online system called ParentPay which allows parents/carers to pay for their child's school meals, trips, and any other expenses without having to send cash into school. You will receive a letter, once your child has started at Mortimer Community College, with details of how to activate your ParentPay account.

A TYPICAL SCHOOL DAY

Students must be in school by 8:45am, with students going straight into lesson one at 8:50am. The day consists of five one hour lessons with a twenty minute break and a twenty minute form time in the morning. There is a thirty minute lunch break during one of our three servings. The school day finishes at 3:00pm.

| | Year 7 | Years 8 & 9 | Years 10 & 11 |
|-------------|-----------|-------------|---------------|
| 8:50-9:50 | Lesson 1 | Lesson 1 | Lesson 1 |
| 9:50-10:50 | Lesson 2 | Lesson 2 | Lesson 2 |
| 10:50-11:10 | Form Time | Form Time | Break |
| 11:10-11:30 | Break | Break | Form Time |
| 11:30-12:30 | Lesson 3 | Lesson 3 | Lesson 3 |
| 12:30-13:00 | Lesson 4 | Lesson 4 | Lunch |
| 13:00-13:30 | Lunch | Lesson 4 | Lesson 4 |
| 13:30-14:00 | Lesson 4 | Lunch | Lesson 4 |
| 14:00-15:00 | Lesson 5 | Lesson 5 | Lesson 5 |

CLASSCHARTS

At Mortimer, we use ClassCharts to set student's homework, to log student's behaviour and for our positive points rewards scheme. Students and their parents/carers can access ClassCharts online or via the app. Students and parents/carers can see what homework has been set in different subjects, when it is due and access any relevant documents which will be provided by the class teacher.

Students can receive relevant feedback from their teachers. Parents can view their child's homework, see the work that has been set and deadlines given. ClassCharts is also used to share important information and documents, including termly academic reports. It is important that parents access their accounts to receive these communications.

Staff will award positive points to students when they are exceeding our expectations and deserve recognition. These points can be viewed by both students and parents.

Each time a student reaches one of the nine levels of rewards in their tally of ClassCharts points, they will receive an award and a digital badge on the ClassCharts application.

Rewards include: postcards home, letters home, stationery, acknowledgement events, and SLT and Governor recognition.

MEDICAL APPOINTMENTS

All appointments must be made outside of school time where possible.

If you need to take your child out of school to attend an appointment, you must send in a letter requesting permission. This will then need to be signed by their Head of Year. In order to comply with safeguarding regulations, we must ask that you make arrangements to collect your child from the school Reception.

COMMUNICATION AND STUDENT ABSENCE

If you need to contact school for any reason, you can telephone on 0191 456 6511. Your first point of contact will usually be your child's Head of Year, who will assist you with any queries.

Reporting a student absence

Please contact school directly on 0191 456 6511 and choose option 1 for student absence. This should be done on each day of your child's absence before 9am. If there is no reply, there is a voicemail facility to leave a message.

Please leave the following information:

- Your child's full name (first name and surname)
- Reason for their absence

FIRST AID AND ACCIDENTS

Mortimer Community College has an excellent first aid provision, and a number of our staff are trained to deliver first aid.

If your child feels unwell or gets injured during the day, they should firstly speak to their class teacher who will call the appropriate person. If they are not in a lesson, they should report to Reception or to the nearest member of staff. If your child needs to go home, we will contact you to make these arrangements.

MEDICATIONS

If your child has been issued with a prescribed medication we ask that a parent or carer completes a 'Parental Consent Form' for school to administer the medication.

We ask that a parent/carers provides the prescribed medication in the prescribed box or bottle in order that school can record accurate details of the medication (such as the dosage and how often it is required to be taken). It is expected that parents and carers will issue any morning medication at home and that school will then be responsible for the administration of lunchtime medication. A new consent form will be required each time new medication is prescribed and brought into school.

Mortimer Community College are unable to hold non-prescribed medication for students.

We ask that, should your child require any medication that is non-prescribed, a parent/carers issues one or two tablets for the student to carry in their bag. The student must contact the medical room for the medication to be taken and a record will be kept. Alternatively, school will contact parents/carers to bring in medication.

MEDICAL CONDITIONS

We have a number of students with a variety of medical conditions who are supported in school. If your child requires support to deal with an ongoing health issue, please contact Mrs A Reay (Health Assistant) to ensure the correct support is in place.



SCHOOL UNIFORM

All students are required to wear:

Upper body:

- White shirt (long or short sleeved)
- School tie (bought from Initial Images)
- Official black school jumper or cardigan fastened with logo (bought from Initial Images), or
- Official black abaya or black thobe (bought from Maha)

Lower body:

- Black school trousers or tailored plain black shorts (not tight fitting/ cargo/sports). No stretchy fabric pants, jeans, tracksuit pants, leggings or jeggings
- Black skirt - pleated Charleston or A line style only (must be an appropriate length, just above the knee). No pencil skirts or tube skirts
- Black tights or black or white socks
- Formal smart black school shoes (no trainers, plimsolls or canvas shoes e.g. Converse & Vans)

*Please note, no jewellery or facial piercings are to be worn, with the exception of a watch. Hair colouring must be discrete and natural. Students will be allowed to wear a suitable plain coat of their choice, but it must be taken off in the school building at all times. School jumpers must remain on at all times and must not be tied in any way. Students are permitted to ask to remove jumpers in lessons.

PE UNIFORM

Upper body PE kit:

- Black PE T-shirt with school logo (bought from Initial Images), or
- Black PE long sleeved T-shirt with school logo (bought from Initial Images);
- Optional plain black base underlayer with no visible branding;
- Optional black pull-over ¼ zip long sleeved training top with school logo (bought from Initial Images) - please note this is the only outdoor wear allowed for PE lessons.

Lower body PE kit:

- Black sports leggings - plain as possible with no large motifs (available with school logo from Initial Images);
- Black tracksuit pants - plain as possible with no large motifs (available with school logo from Initial Images);
- Black shorts (available with school logo from Initial Images);
- Black skort (skirt with shorts underneath);
- Trainers (no plimsolls or canvas shoes e.g. Converse & Vans).

*Please note tracksuit pants and leggings with the school logo on are currently optional and can be purchased from our uniform supplier, Initial Images. However, as stated, they must be black if you purchase non-school PE tracksuit pants or leggings. If your child decides to wear shorts for PE, they MUST be the black shorts with the school logo from Initial Images.

All of our branded uniform can be bought from Initial Images.

TERM DATES

INSET DAYS

Monday 4th September

Tuesday 5th September

AUTUMN TERM 2023

Students return

School finishes

Wednesday 6th September

Friday 27th October

Monday 6th November

Friday 22nd December

SPRING TERM 2024

Students return

School finishes

Monday 8th January

Friday 16th February

Monday 26th February

Thursday 28th March

SUMMER TERM 2024

Students return

School finishes

Monday 15th April

Friday 24th May

Monday 3rd June

Friday 19th July

Bank holiday - Monday 6th May

MAKING A POSITIVE DIFFERENCE



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Mortimercommunitycollege.co.uk

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Mortimer

STUDENT INFORMATION LEAFLET

MAKING A POSITIVE DIFFERENCE

