



# Gateshead Healthy School Award

## *Guidelines*

2004 - 2005





# Gateshead Healthy School Award (GHSA) 2004-2005

\_\_\_\_\_ *School*

*is applying for their \_\_\_\_\_ Award and*

*therefore is submitting Essential Evidence for*

*Charter Points \_\_\_\_\_ and 10.*

## PLUS

*Evidence of meeting 2 Development Criteria for each of the above Charter Points.*

*Charter Point \_\_\_\_\_ Developmental Criteria \_\_\_ and \_\_\_*

*Charter Point \_\_\_\_\_ Developmental Criteria \_\_\_ and \_\_\_*

*Charter Point \_\_\_\_\_ Developmental Criteria \_\_\_ and \_\_\_*

**Healthy School Award  
Co-ordinator**

\_\_\_\_\_

**Headteacher**

\_\_\_\_\_

**School Tel No:**

\_\_\_\_\_

**Fax No:**

\_\_\_\_\_

**Email: address:**

\_\_\_\_\_

## **The aims of the Gateshead Healthy School Award:**

1. To encourage a whole school approach to health.
2. To contribute to raising achievements in school.
3. To increase the positive health opportunities that are available for pupils, staff and visitors.
4. To promote and increase working between health promotion providers and education establishments.

## **The aims of the National Healthy School Standard:**

1. To raise pupils achievement.
2. To promote social inclusion.
3. To reduce health inequalities.

## Gateshead Healthy School Award

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## ***1 - Introductory Information***

## Introduction to the Gateshead Healthy School Award

The Gateshead Healthy School Award is a partnership initiative, co-ordinated by Gateshead Council's Learning and Culture, Raising Achievement and Gateshead Primary Care Trust's Health Promotion Team. The award is implemented in partnership with Gateshead's primary, secondary and special schools as well as the specialist units. The partnership achieved accreditation to the National Healthy School Standards (NHSS) in January 2002.

We recognise that school is a key setting where both health and education can be improved. Research has shown that young people are more likely to adopt a healthy lifestyle when:

- ① Health education is broad and progressive, and includes accurate information, skills development and a review of attitudes.
- ② Healthy school policies and a supportive school ethos underpin curriculum teaching.
- ③ The school has well-developed active community links.

The concept of a healthy school was developed by the World Health Organisation (WHO) who state that health is directly linked to educational achievement, quality of life and economic productivity. The National Healthy School Standard (NHSS), launched in 1999, confirms the Department of Health and Department for Education and Skills commitment to this.

Our local award encompasses the ethos of the NHSS and recognises the importance of a sound education in promoting better health and emotional well-being for all children and young people and, in particular, those who are socially and economically disadvantaged. We encourage schools to ensure that both the curriculum and extra curricular activities are socially inclusive by providing equality of access and opportunity for all young people.

In Gateshead we are fortunate that a large network of agencies support our award. This enables the partnership to offer young people the opportunities that will empower them to pursue healthy lifestyles and to work as positive agents of change for the health of their families and communities.

The Gateshead Healthy School Award has also proved to be a successful and sustainable vehicle that addresses Personal, Social, Health Education and Citizenship using a whole school approach.

Finally, both teachers' feedback and OFSTED reports show that involvement in the Gateshead Healthy School Award has a number of potential benefits for young people and the school community, e.g. better attendance, improved attainment and increased access to education and health opportunities. We hope that your school will take up the challenge of working to become a healthy school in Gateshead.



Mrs. Maggie Atkinson  
Director of Education  
Group Director Learning and Culture



Dr. Mark Lambert  
Director of Public Health  
Gateshead Primary Care Trust

## The Healthy School Award Team

*A Core Team representing the Education Health partnership co-ordinate the Gateshead Healthy School Award:-*



**Alun Davies** Tel: 0191 433 8670  
Health Education Adviser



**Don Sweeney** Tel: 0191 433 8667  
Extended Schools & Community  
Cohesion Co-ordinator



**Carole Robson** Tel: 0191 433 8671  
Healthy Schools Co-ordinator

Raising Achievement  
Dryden Professional  
Development Centre  
Evistones Road  
Gateshead  
NE9 5UR

**Tel: 0191 433 8500**  
Fax: 0191 491 1394/482 6500  
Email: [AlunDavies@gateshead.gov.uk](mailto:AlunDavies@gateshead.gov.uk)  
Website: [www.gatesheadgrid.org/healthyschools](http://www.gatesheadgrid.org/healthyschools)



**Claire Mawson**  
Senior Health Promotion Specialist  
(Young People)



**Tom Hall**  
Health Promotion Officer  
(Healthy Schools and Physical Activity)

Health Promotion Team  
14 Regent Terrace  
Gateshead  
Tyne & Wear  
NE8 1LU

**Tel: 0191 478 9061**  
Fax: 0191 490 0621  
Email: [claire.mawson@ghpct.nhs.uk](mailto:claire.mawson@ghpct.nhs.uk)  
Email: [tom.hall@ghpct.nhs.uk](mailto:tom.hall@ghpct.nhs.uk)  
Website: [www.healthpromotion.demon.co.uk](http://www.healthpromotion.demon.co.uk)

Schools may contact the Core Team members for advice and support whilst working to gain the Award.

## History of the Gateshead Healthy School Award

### 1992 - 2004

**1992** The Northern Regional Healthy School Award was launched in 1992, with the support of the Northern Regional Health Authority.

Gateshead Education Department and the then Gateshead Health Promotion Department launched the Northern Regional Healthy School Award Guidelines in September 1992 to all Gateshead schools.

**1993** 8 Gateshead schools gained the award in July 1993.

**1995** 3 Gateshead schools gained their 3rd Award (Bronze Certificate)  
18 schools gained awards in total.

Regional Healthy School Award Guidelines were re-written to include Substance Misuse and Drugs Education Policy within the criteria.

**1996** The Northern Regional Healthy School Award was a regional winner and national runner up in the Department of Health's "Health Alliance Awards".

**1997** The regional evaluation of the Healthy School Award highlighted the need for a close working partnership between Education and Health to facilitate success in promoting, implementing, developing and evaluating the award locally (Loggie J. 1997).

Re-organisation of the Regional Health Authority meant that the award began to operate at a local level under the new name Gateshead Healthy School Award.

All the local award schemes continued to have common principles, standards and practices.

A liaison group (The Northern Alliance of Healthy School Partners) continued to meet regularly to share progress and disseminate good practice.

**1998** Gateshead Healthy School Award Guidelines were updated to include Policy, Curriculum, Community and Developmental criteria.

3 Gateshead schools gained their 6th Award (Silver Certificate).  
41 schools gained awards in total.

**1992 - 2004** *continued*

**1999** The National Healthy School Standard was launched.  
(London - October 1999)

**2000** 63 Gateshead schools gained the Gateshead Healthy School Award.

**2001** A Gateshead Healthy School Award Programme Co-ordinator was appointed.

71 schools gained the Gateshead Healthy School Award, a record number since its launch in 1992.

Gateshead Healthy School Award Education/Health partnership began the process of seeking accreditation to the National Healthy School Standard.

A Formal Assessment took place in September 2001.

The Gateshead Healthy School Award Guidelines were amended to ensure they met the requirements of the National Healthy School Standard and were launched with schools and agencies in October 2001.

**2002** The Gateshead Healthy School Award and the Education/Health Partnership achieved accreditation to the National Healthy School Standard in January 2002.

The 10th Annual Celebration Event took place and 70 schools achieved the Healthy School Award, 3 achieved their 10th consecutive certificate.

**2003** 67 schools gained the Gateshead Healthy School Award, 2 of which achieved their 10th Award (Gold).

**2004** 76 schools gained the Gateshead Healthy School Award, 5 of which achieved their 10th Award (Gold), 3 schools achieved their 12th Award.



## Registration

You have automatically been registered for the GHSA in 2004-2005.

If you wish to **WITHDRAW YOUR REGISTRATION** and have **NOT ALREADY DONE SO**, please return the following tear-off slip before the end of October 2004.

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\_\_\_\_\_ School

wishes to withdraw their registration from the Healthy School Award.

Please send to: Alun Davies  
Health Education Adviser  
Dryden Professional Development Centre,  
Evistones Rd  
Gateshead  
NE9 5UR



Health Promotion Team

## *Application Form*

### The 2004-2005 Gateshead Healthy School Award

#### **Application Form**

*School:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Post Code:* \_\_\_\_\_ *Tel No.:* \_\_\_\_\_

***We believe that our school has met the requirements of the Gateshead Healthy School Award (G.H.S.A.). We pledge to continue our work as a Health Promoting School.***

***This will be our \_\_\_\_\_ Award***

If chosen for assessment our school's portfolio of evidence will be available for assessment by the Healthy School Award Core Team by **Monday 13th June 2005.**

***Signed: Headteacher:*** \_\_\_\_\_

***Chair of Governors:*** \_\_\_\_\_

***Healthy School Award Co-ordinator:*** \_\_\_\_\_

***Pupil Representative:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

Please return this application form to:  
Alun Davies, Health Education Adviser,  
Dryden Professional Development Centre, Evistones Road, Low Fell, Gateshead NE9 5UR.  
**NB. Application must be made by 27th May 2005.**

### ***Differentiated Levels of Service***

Some Gateshead schools have been involved in the Healthy School Award for more than 10 years. Others have yet to achieve an Award. This therefore means that not all schools require the same level of support from the Healthy School Award Core Team. From Sept 2004 Healthy School Award Co-ordinators within each school will be offered different levels of service based on length of involvement in the HSA, HSA Co-ordinators experience, whether the school is an NHSS target school etc.

The levels of service for schools are:-

- Level A:** Individual, one-to-one meetings offered at least termly by Core Team representative to the Healthy School Award Co-ordinator.
- Level B:** Autumn term drop-in offered to Healthy School Award Co-ordinators plus 1 school visit from their Core Team representative during the Summer Term.  
(NB This must take place before the Application deadline of 27th May 2005)
- Level C:** Healthy School Award Co-ordinators contacted by telephone in Autumn term plus one school visit by their Core Team representative in the Spring or Summer term.  
(NB This must take place before the Application deadline of 27th May 2005)

#### **Plus:-**

All schools will be offered:-

- Training regarding the new Healthy School Award Guidelines
- Termly Healthy School Award Co-ordinators meetings
- Termly Healthy School Award Newsletters
- Access to Continuing Professional Development opportunities
- Study support groups for some of the Healthy School Award themes (eg. citizenship)
- Access to national campaign materials
- Access to the Health Promotion Resources Library

Your school will be offered Level \_\_\_\_\_ Service by your Healthy School Award Core Team representative.

# *Service Level Agreement 2004-2005*

## Individual Service Level Agreement

Between

\_\_\_\_\_ School

and the Education and Health Partnership in Gateshead.

This agreement sets out the roles and responsibilities of all key parties for the years 2004 to 2005. Representatives from Learning and Culture, Raising Achievement and Gateshead Health Promotion Team will be known as the Gateshead Healthy School Award Core Team.

The following service level agreement will be negotiated between the named school and the GHSA Core Team.

	<b>The Healthy School Award Core Team will:-</b>	<b>Agreed Y / N</b>		<b>The School will:-</b>	<b>Agreed Y / N</b>
A1	Provide written guidance of the Gateshead Healthy School Award Scheme in a resources pack.		B1	Identify a task group consisting of at least one member of staff, pupil, governor, a member of senior management, school nurse and other relevant parties.	
A2	Visit the school annually to provide support.		B2	Complete a whole-school audit in the Autumn Term.	
A3	Support a school enrolling for the first time with three visits annually.		B3	Collect baseline data from target groups of pupils e.g. Health Related Behaviour Questionnaire.	
A4	Support the school where appropriate in preparing their action plans.		B4	Complete action plans by end of autumn term that includes SMART targets.	
A5	Provide the school with information to promote and publicise the GHSA within their school community.		B5	Ensure the action plans are included in the School Improvement Plan.	
A6	Support the development and work of the school's task group.		B6	Consider allocating school funding to activities identified within the GHSA action plans.	
A7	Foster partnerships by linking school to agencies with a supporting role.		B7	Promote the GHSA award in a positive way to pupils, staff, parents and the local community.	
A8	Provide access to CPD training for school staff involved in delivering the health programme.		B8	Provide staff with time and resources to receive training identified in the GHSA action plans.	

## *Service Level Agreement 2004-2005*

	<b>The Healthy School Award Core Team will:-</b>	<b>Agreed Y / N</b>		<b>The School will:-</b>	<b>Agreed Y / N</b>
A9	Assist the school in addressing individual, local, regional and national health targets and strategies.		B9	Take part in local / regional / national initiatives.	
A10	Provide regular opportunities to share good practice with other schools within the local scheme through co-ordinators' meetings, CPD, and newsletters etc.		B10	Provide opportunities for their HSA co-ordinator to represent their school task group at local co-ordinators' meetings.	
A11	Monitor activities identified in the school's GHSA action plan in partnership with the school.		B11	Monitor and evaluate activities identified in the GHSA action plans with the support of the Core Team.	
A12	Organise an annual GHSA Celebration for participating schools that have achieved the award.		B12	Share success with the other schools in the GHSA scheme.	
A13	Maintain continuity and quality standards through monitoring and evaluation of their own practice.		B13	Provide a completed application form and a portfolio of evidence in June.	
A14			B14	Re-audit to identify future priorities and inform new action plans in Summer term.	
A15	Endeavour to keep all appointments arranged with school personnel and notify the relevant party if this is not possible.		B15	Endeavour to keep all appointments arranged with the HSA Core Team representative and notify the relevant party if this is not possible.	
	<b>Agreed by:</b> Core Team Member _____ Date: _____			<b>Agreed by:</b> School Co-ordinator _____ Date: _____	

### **Gateshead Healthy Schools Team**

Alun Davies	Health Education Adviser	} Core Team
Claire Mawson	Senior Health Promotion Specialist	
Don Sweeney	Extended Schools & Cohesion Co-ordinator	
Carole Robson	Healthy Schools Co-ordinator	
Tom Hall	Health Promotion Officer	

# Annual Requirements

## Annual Requirements 2004-2005

Calendar	Activity
Autumn Term (Sept - Dec 2004)	<ul style="list-style-type: none"><li>• HSA Guidelines dissemination event at Dryden Professional Development Centre on <b>Thursday 7th October 2004 4.15-5.30pm.</b></li><li>• Schools contacted by Core Team Representative.</li><li>• Meetings between Core Team representatives and schools clusters will take place in October/November (see section 1 page 1.6 ).</li><li>• Core Team Representatives and schools must complete SLA.</li><li>• Schools must complete first Audit of Essential Criteria (see section 3 page 3.1).</li><li>• Schools and, if required, Core Team representatives agree and write action plans 2004-2005(see section 2).</li><li>• A Task Group meeting should take place in school.</li><li>• Schools begin to action their HSA plans.</li><li>• Schools begin to collect evidence for their portfolio.</li><li>• Where relevant, HSA Co-ordinators attend CPD/Training/Briefings provided.</li></ul>
Spring Term (Jan - April 2005)	<ul style="list-style-type: none"><li>• HSA Co-ordinators meeting at D.P.D.C. on <b>Thursday 13th January 2005 4.15-5.30pm.</b></li><li>• Schools continue to action their plans and collect the relevant evidence.</li><li>• HSA Core Team representative and HSA Co-ordinator meet at least once to review progress and provide support (if applicable). Some evidence may be provided at this visit.</li></ul>

## Annual Requirements 2004-2005

Calendar	Activity
Spring Term (Jan - April 2005) continued	<ul style="list-style-type: none"> <li>• Where relevant HSA Co-ordinators attend CPD/Training/Briefings provided.</li> </ul>
Summer Term (April-July 2005)	<ul style="list-style-type: none"> <li>• HSA Co-ordinators meeting at D.P.D.C on <b>Thursday 21th April 2005 4.15-5.30pm.</b></li> <li>• HSA Core Team representative and HSA Co-ordinator meet to provide support and review progress by revisiting HSA Audit to determine if the school is ready to apply for HSA status.</li> <li>• Deadline for HSA Application Form is <b>Friday 27th May 2005</b> (see section 1 page 1.5).</li> <li>• <b>Schools working for their 1st award will be chosen for formal assessment. A further random sample (20%) of portfolios of evidence will be chosen for formal assessment by the Core Team members. The sample will be chosen from those schools who believe they have achieved the HSA criteria and have submitted an Application Form.</b></li> <li>• The schools included in the random sample will be notified week commencing <b>Monday 6th June 2005.</b></li> <li>• Schools chosen for assessment <b>MUST</b> deliver their portfolio of evidence to D.P.D.C by <b>MONDAY 13TH JUNE 2005 4.00PM.</b></li> <li>• Core Team will meet week commencing <b>Monday 13th June 2005</b> to assess portfolios and agree successful schools.</li> <li>• Successful schools will be invited to attend the HSA Celebration to be held during the week beginning <b>4th July 2005.</b></li> </ul>

Year	Level of Award	Charter Points Essential Criteria submitted	Number of Developmental Criteria per Charter Point to be submitted	Submit new Charter Point 10 project evidence to be selected from remaining Charter Points	Achieve Smoke-Free School Award	Achieve Gold Smoke-Free School Award	Achieve Healthy Eating Award
1		1;2;3;10th	2	*			
2		4;5;6;10th	2	*			
3	Bronze	7;8;9;10th	2	*	*		
4		1;2;3;10th	2	*			
5		4;5;6;10th	2	*			▽
6	Silver	7;8;9;10th	2	*		△	
7		1;2;3;10th	2	*			
8		4;5;6;10th	2	*			▽
9		7;8;9;10th	2	*			
10	Gold	1;2;3;10th	2	*		△	
11		4;5;6;10th	2	*			▽
12		7;8;9;10th	2	*			
13		1;2;3;10th	2	*			
14		4;5;6;10th	2	*			▽
15	Diamond	7;8;9;10th	2	*			

△ The Gold Smoke Free School Award must be achieved by the 6th Application, or for those who gained their Silver Award before September 2002, by the time they are awarded their 10th Certificate.

▽ The Healthy Eating Award must be achieved by the 5th, 8th, 11th or 14th Award.

**Every 3rd year 2 new Developmental points should be introduced, however, in certain circumstances it would be acceptable to further extend previously undertaken Developmental points.**