



**The John of Gaunt School  
A Community Academy**

**Year 11  
Parents' Handbook  
2017 - 18**

# Contents

Contents Page	2
Welcome	3

## Section 1 – Key Information

Structure of school day	4
Picking up and dropping off by car	4
Unforeseen school closure	4
Term dates 2017-18	4
Year 11 Key dates 2017-18	5
Contacting the school	6
Who’s who in the Senior Leadership Team	6
Who’s who in the Year 9 Team	7
Who Should I Contact?	8
Planner	9
Emailing	9
Letters	9
Calendar	9
School website and blog	9
The Dining Hall	9
Smoking	10
Mobile Phones and Tablets	10
Anti-bullying	10
Attendance & Punctuality	11
Illness	12
Planned absence during term time	12

## Section 2 – Teaching & Learning

Teaching & Learning	12
The GCSE 1-9 Grading system	12-14
Marking and Feedback	14
Uniform and equipment	14
Academic equipment	15

## Section 3 – Student Support

Tutors	16
Year teams	16
House system	16
Behaviour, Expectations & Rewards	17
After-school learning sessions	18

## Section 4 – School systems

Cashless catering	19
Show My Homework	19
Parents’ Evenings & Booking system	20
School Gateway	20
Complaints	21

## Welcome

Welcome to the The John of Gaunt School.

We have produced this parents' handbook with the aim of providing you with the information you will need to support your child during their time at The John of Gaunt School. The relationship between parent, student and school is vital; working together will help to ensure your child's success at The John of Gaunt School.

We have really high expectations of all our students. This includes high attendance, wearing our uniform with pride and demonstrating a positive attitude to learning at all times.

As a parent, the support you are able to offer is enormous and immensely appreciated, whether it takes the form of helping your child with organising pick-ups after extra-curricular activities to regularly looking at our website to keep up to speed with school life.

If you have any questions, something is unclear or if there is any information you feel should be included please contact either Mrs Green or Mrs Brown – Head of Year 11 at [bgreen@jogschool.org](mailto:bgreen@jogschool.org) or [gbrown@jogschool.org](mailto:gbrown@jogschool.org)

I'm very much looking forward to meeting you.



Mr Gunston  
Headteacher

## School times and Term dates

### STRUCTURE OF THE SCHOOL DAY

**SCHOOL GATES CLOSE AT 8.40am**  
**STUDENTS MUST BE ON SITE BY THIS TIME**

REGISTER IS TAKEN AT THE START OF PERIOD 1

Period 1 – 8.45-9.45 am	Period 2 – 9.45-10.45 am	Breaktime 10.45-11.05am
Period 3 – 11.05-12.05pm	Period 4 – 12.05-1.05pm	Lunch – 1.05-1.35pm
Registration – 1.40-2pm	Period 5 – 2-3pm	School finishes

The school has a two-week timetable

### Picking up and dropping off by car

For the safety of all of our students please only park in parking bays outside the sports hall or in front of Wingfield building rather than on the kerb areas or in front of the school gates.

### Unforeseen school closure

In the event of having to close the school due to unforeseen reasons, we will update the homepage of the school website, send a text message/email via School Gateway and inform the local radio.

### Term Dates 2017 – 18

TERM 1	5 <sup>th</sup> September – 18 <sup>th</sup> October
TERM 2	30 <sup>th</sup> October – 20 <sup>th</sup> December
TERM 3	4 <sup>th</sup> January – 9 <sup>th</sup> February
TERM 4	19 <sup>th</sup> February – 29 <sup>th</sup> March
TERM 5	16 <sup>th</sup> April – 25 <sup>th</sup> May
TERM 6	4 <sup>th</sup> June – 24 <sup>th</sup> July

### Teacher Development Days

**Friday 1<sup>st</sup> September**  
**Monday 4<sup>th</sup> September**  
**Friday 17<sup>th</sup> November**  
**Monday 19<sup>th</sup> February**  
**Wednesday 25<sup>th</sup> July**

## Year 11 Key Dates 2017-18

Term	Date	Event
1	5 <sup>th</sup> Oct	Careers Fair in Wingfield Hall (Year 11 to attend at lunch time)
	11 <sup>th</sup> Oct	Year 11 information evening
	16 <sup>th</sup> Oct	Safe drive, stay alive campaign <b>cancelled – due to be rescheduled in 2018</b>
2		TP1
	31 <sup>st</sup> Oct	English Language Mock Paper 1 – in hall
	1 <sup>st</sup> Nov	Maths - Mock Paper 1 – in hall
	3 <sup>rd</sup> Nov	Maths Mock Paper 2 – in hall
	7 <sup>th</sup> Nov	Parent Forum 6.00-7.00pm
	8 <sup>th</sup> Nov	post 16 Information Evening
	17 Nov	TD DAY
	29 <sup>th</sup> Nov	Year 11 into 12 day
	14 Dec	Carol Service 7.30-9.00pm
		TP2
3	5 <sup>th</sup> Jan	English Language - Mock Paper 2 – in hall
	9 <sup>th</sup> Jan	Maths Mock Paper 3 - in hall
	12 <sup>th</sup> Jan	deadline for Sixth Form applications @ JOG
	<b>w/c 22<sup>nd</sup> Jan</b>	<b>Mock Exams week</b>
4	19 Feb	TD Day
	22 <sup>nd</sup> Feb	subject evening
	27 Feb	Parent Forum 6.00-7.00pm
	28 <sup>th</sup> Feb	interviews re post-16 plans
		TP3
	1 <sup>st</sup> March	interviews re post-16 plans
	13 <sup>th</sup> March	TP4 + subject reports written
	20 <sup>th</sup> March	tutor reports written
5	17 <sup>th</sup> April	Year Leader reports written
	w/c 30 <sup>th</sup> April	reports sent home
		TP4
	1 <sup>st</sup> May	GCSE Art exam
	w/c 14 <sup>th</sup> May	GCSE written exams start
6	12 <sup>th</sup> June	Parent Forum 6.00-7.00pm
	26 <sup>th</sup> June	Sixth Form Induction
	29 <sup>th</sup> June	Prom

# General Information & Communication

## Contacting the School

Telephone: 01225 762637

Email: [office@jogschool.org](mailto:office@jogschool.org)

The school's reception is open between 8.15 am and 4.30 pm Monday – Friday

## Who's who

SENIOR LEADERSHIP TEAM



Mr M Gunston  
Headteacher



Mr B Rhodes  
Deputy Headteacher



Miss L Hamilton  
Deputy Headteacher



Mrs L Baines  
Assistant Headteacher  
Post-16



Mr E Spiers  
Assistant Headteacher  
Behaviour & Ethos



Mrs H Kerr  
Assistant Headteacher  
Inclusion & Welfare



Mrs E Lydon  
Assistant Headteacher  
Raising Achievement



Mrs A Baldwin  
Assistant Headteacher &  
Director of Learning for English



Miss G Brown  
Co-Head of Year 11  
Tues & Fri



Mrs B Green  
Co-Head of Year 11  
Mon/Wed/Thurs



Mr S Ottaway  
Assistant Head  
of Year 11



Mrs K Galbraith  
Pastoral Leader  
for Year 11



Mrs M Littleworth  
Tutor of 11A



Mr M Palmer  
Tutor of 11B



Mr M Webb  
Tutor of 11C



Mrs N Maguire  
Mon/Wed/Fri  
Tutor of 11D



Miss A Langg  
Tues & Thurs  
Tutor of 11D



Miss E Stork  
Tutor of 11E



Mrs E Cooper  
Tutor of 11F



Mr J Davis  
Tutor of 11G



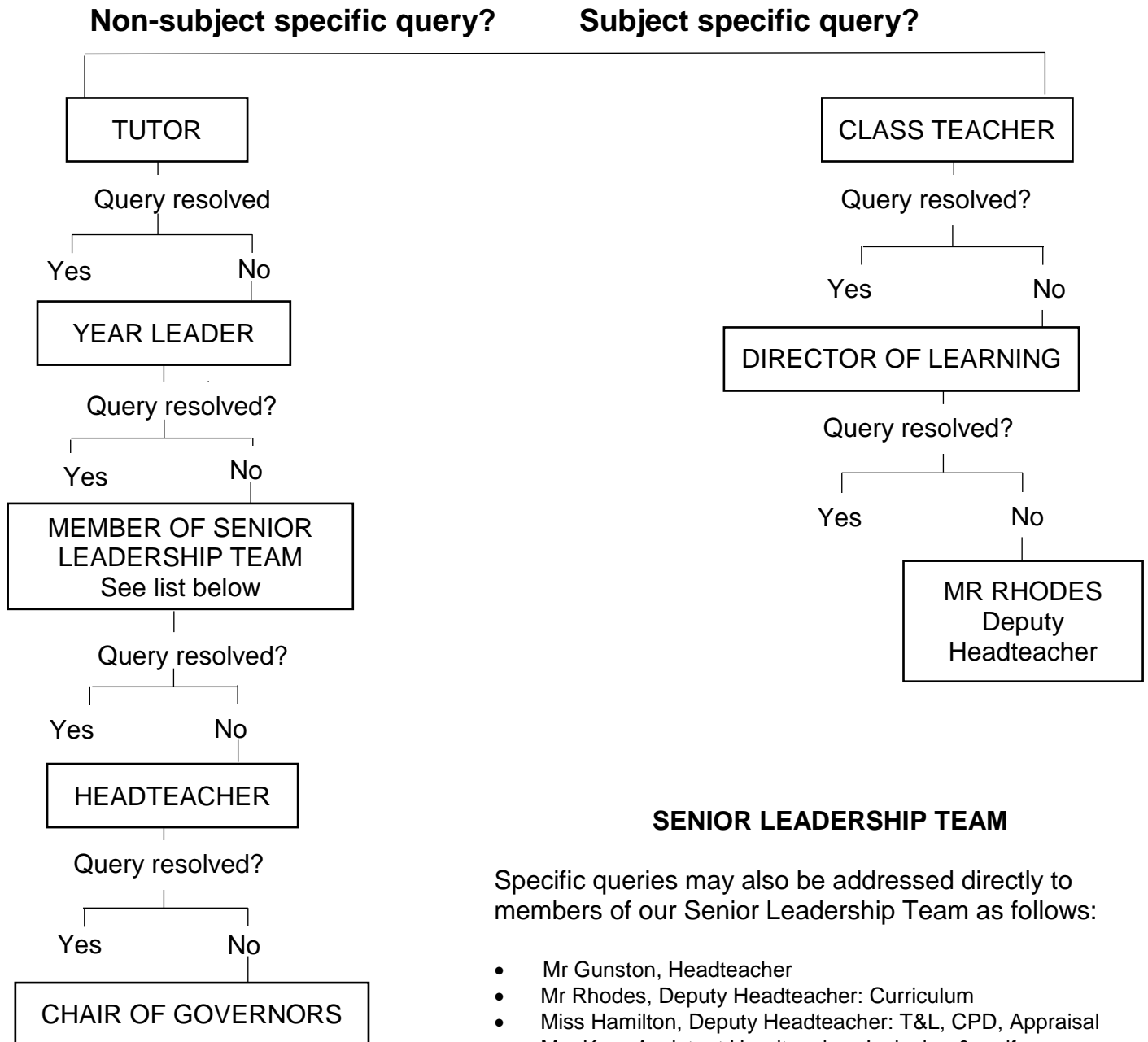
Mr R Kilby  
Tutor of 11H

YEAR 11 TEAM

## Who Should I Contact? – A Guide for Parents

We aim to make communication for parents as easy as possible. If you have a query or wish to discuss an issue please email staff directly or contact Wingfield Office via [office@jogschool.org](mailto:office@jogschool.org) or 01225 762637. Information on how to email a member of staff directly can be found at <http://johnofgauntschool.org/information/contact-find-us/>

Parents should use the following guide to work out who the appropriate person to contact is.



- Mr Gunston, Headteacher
- Mr Rhodes, Deputy Headteacher: Curriculum
- Miss Hamilton, Deputy Headteacher: T&L, CPD, Appraisal
- Mrs Kerr, Assistant Headteacher: Inclusion & welfare
- Mr Spiers, AHT: Behaviour & ethos
- Mrs Lydon, AHT: Raising Achievement
- Mrs Baines, AHT: Post-16

If you wish to make a formal complaint, please write to Mr Gunston, Headteacher at [head@jogschool.org](mailto:head@jogschool.org) or our Chair of Governors via Wingfield Office. Our formal complaints procedure can be found at <http://johnofgauntschool.org/download/complaints-procedure/>



## **Planner**

The planner is a good means of communication between you, your son/daughter's Form Tutor and teachers. Students will be required to write their homework in their planner every day. If you write in the planner, please ask your son/daughter to ensure the member of staff sees the message.

Please ensure your son/daughter brings their planner into school every day.

## **Emailing**

We ask for your email address for our contact database so we can send copies of letters home by email. This has proved to be a much faster and more efficient way of getting information to our parents.

## **Letters**

Letters are still used to communicate with parents and the majority of these are emailed to parents. For parents who do not have email addresses, letters are given to students to bring home. A text message will also be sent to alert parents that a letter has been given out as experience tells us that they can sit in the bottom of a bag for a very long time!

## **Calendar**

The John of Gaunt School has a live calendar that can be accessed via the website [www.jogschool.org](http://www.jogschool.org). It is possible to change the list view of the calendar to either a weekly or monthly view.

## **School website and Blog**

Please keep up-to-date with all the latest news on our website including sporting and academic successes [www.jogschool.org](http://www.jogschool.org)

## **The Dining Hall**

The dining hall is open from 8.00 am before school for breakfast and during the morning and lunch breaks for a variety of snacks and main meals. Our chef devises a varied menu that includes vegetarian dishes on a daily basis. All food served at the school meets with the latest guidance from the School Food Trust.

Lunchtime meals are very reasonably priced and we currently charge just £2.20 for a healthy 2 course lunch. This charge is reviewed annually. Drinking water is freely available in the dining hall and at points throughout the school.

The school operates a cashless system for purchases in the dining hall. It is possible to "load" money onto the system either on-line or by "loading" the machine in the Dining Hall. Students place their finger in a reader at the register and the amount is deducted from their balance. It is possible to view what your son/daughter has bought and their present balance when you log into ParentPay.

## Smoking

The John of Gaunt School is a **NON-SMOKING** site.

Visitors are not permitted to smoke anywhere on the school site.

## Mobile Phones & Tablets

### Mobile Phones/Tablets restrictions

- Students bring phones & earphones into school at their own risk.
- They must be switched off and put away during lessons unless the teacher gives permission for their use
- Phones & earphones will be confiscated if seen during or between lessons (without permission) and will be sent to the safe in G109 and returned at the end of the day.
- Repeat offenders will need a parent to come and collect the phone or earphones.
- Phones & earphones may be used at break & lunch as long as they're used appropriately i.e. no loud music
- Phones & earphones are not allowed to be used in the canteen at break & lunch

### Mobile Phones/Tablets for learning

- If mobile phones/tablets are required as part of a learning activity they must only be used for the purpose outlined by the teacher
- When not being used they should be face down at the front of the student's table
- Earphones may be used with the teacher's permission when using notebooks or mobile phones/tablets as part of a learning activity.

## Anti-bullying

We will not accept bullying at our school. Our goal is to develop and support respectful friendships.

We agree that it is everyone's responsibility to stop bullying. We will:

- ✓ Treat others with fairness and respect
- ✓ Find ways to help others feel included in our activities
- ✓ Speak out against bullying
- ✓ Refuse to let others be bullied
- ✓ Report bullying to an adult
- ✓ Refuse to bully others
- ✓ Be responsible bystanders who are part of the solution
- ✓ Help others feel safe and comfortable at our school

If you have any concerns regarding bullying please contact your child's tutor or Year Leader.

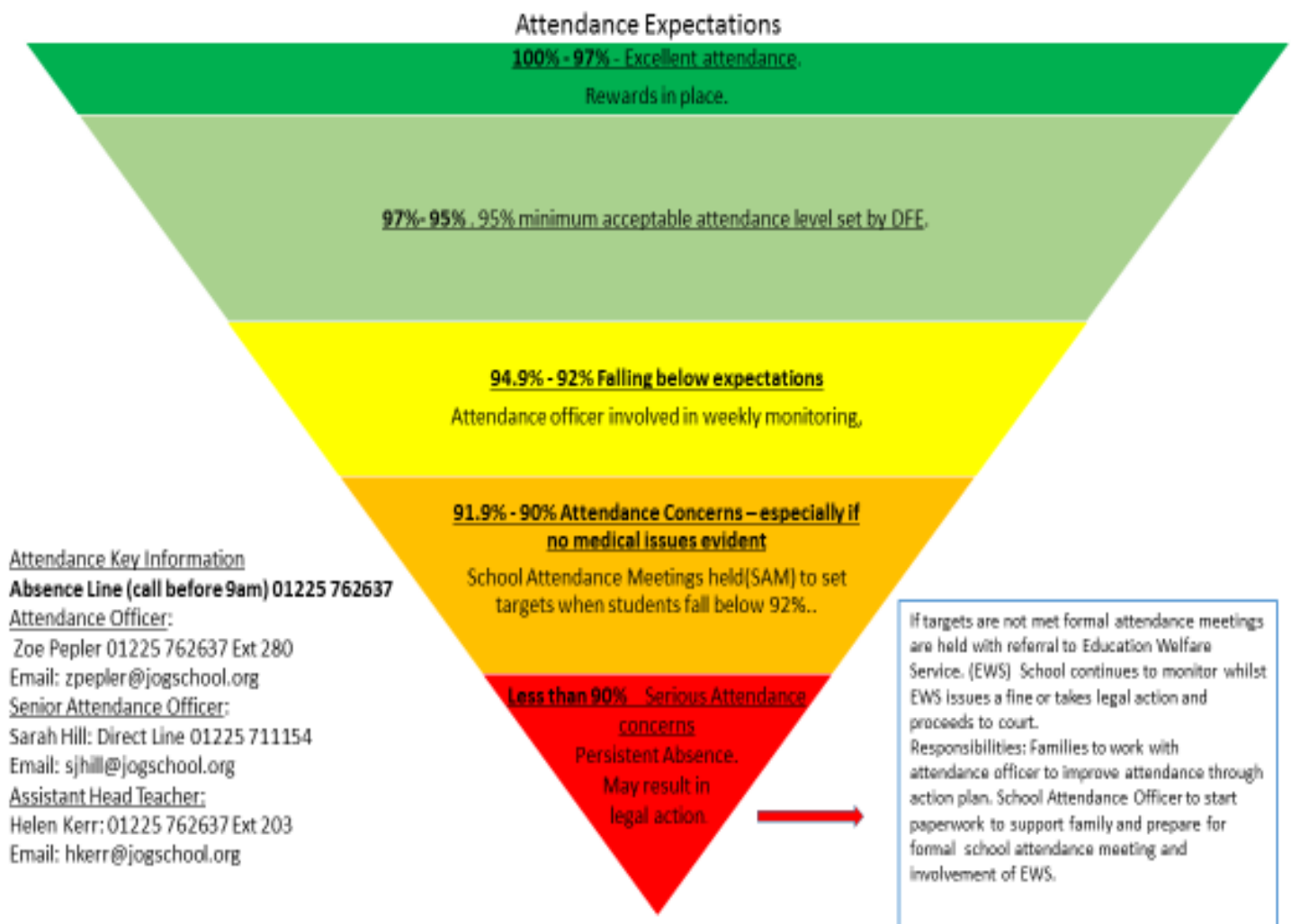
## Attendance & Punctuality

It is a fact that high attendance significantly raises the achievements of students.

At The John of Gaunt School, we expect all students to attend regularly in order to take full advantage of the educational opportunities available to them. Regular school attendance and educational attainment are inextricably linked. We recognise that regular attendance at school is essential for good learning and continual progress and ensures that students get the best possible outcomes from their period in compulsory education. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

We expect all of our students to aspire to 100% attendance and appreciate the full support of parents and carers in encouraging this. The minimum level of attendance for this school is 95% and parents will be kept updated regularly about progress to this level. The school has targets to improve attendance and students play an important part in meeting these targets.

Please help your child to achieve an excellent record of attendance by adhering to the guidelines above. For further details please see our Attendance Policy on the school website.



## Illness

If your son/daughter is ill, please ring the school number (01225 762637) and use the absence reporting answer-service which is available 24 hours a day or email [absence@jogschool.org](mailto:absence@jogschool.org) . We ask parents to notify the school as a matter of urgency detailing the reason for absence as we operate an automated system that makes contact with parents as soon as we become aware of your child's absence. This is to ensure the safe wellbeing of the student.

We would also ask that you try to arrange dental/doctor appointments out of school hours whenever possible and evidence of where possible.

## Planned absence during term time

Any absence interrupts the continuity of a student's learning. Government legislation states that only exceptional circumstances warrant an authorised leave of absence. Parents/carers are urged not to take their children out of school during term time. Family holidays should not be arranged during school time. Similarly, parents are asked to try to arrange medical appointments out of school hours.

Requests for absence **must** be made in **advance** by completion of the Absence Request Form. This is to be completed by the adult with parental responsibility and with whom the child usually resides. A full explanation of the **exceptional circumstances** is required for the Headteacher to consider.

If the Academy refuses to authorise an absence and the child is still taken out of school, this will be recorded as unauthorised absence. If a child has 10 or more unauthorised sessions of absence within a 6-month period, parents may be subject to court proceedings or a Penalty Notice may be issued per child and payable by each parent. If a Penalty Notice is issued by the Local Authority there is no legal right of appeal.

## Teaching & Learning

Excellent teaching and learning is at the heart of the school. Teachers have access to a wide range of strategies, ideas and resources, so that they can plan and deliver high quality lessons and inspire students to do their best learning. Although different subjects and teachers will have varying styles and approaches, lessons at JOG should offer engagement, support and challenge for all students.

In order to benefit fully from their lessons, students are expected to try their best and to have a purposeful approach to their learning. Bringing correct equipment to school, handing in good quality homework on time, and showing respect for the learning of their peers are all ways in which students can demonstrate a positive attitude in their lessons.

## The GCSE 1-9 grading system

**All students** will be assessed during the year using **GCSE numbers 1-9**. Students in Year 11 studying GCSE Business Studies, Product Design, RM and Child Care will receive letter grades on their final exam certificates.

**Grade 9 is higher than grade 1.**

This table provides a comparison between our fine grade **number grade tracking** and the **old A\*-G letter grade** system and their point values.

When tracking **students** in years 9, 10 and 11 using number GCSE grades, we will use the fine grades a, b and c; a being higher than c.

	New Grade	Old Grade	Letter Grade Points
Strong pass	9a	A*	8.5
	9b		
	9c		
	8a		
	8b		
	8c	A	7
	7a		
	7b		
	7c	B	5.5
	6a		
	6b		
	6c		
	5a		
	5b	C	4
	5c		
4a			
Standard Pass	4b		
	4c		
	3a	D	3
3b			
3c			
	2a	E	2
	2b		
	2c		
	1a	F	1.5
	1b		
	1c		
	U	U	0

A student is considered to have achieved a “**strong pass**” if he or she has gained a **grade 5** or above. This is comparable to the average standard attained in many countries.

The benchmark “**standard pass**” is awarded a **grade 4** and above. This is comparable to the “old grade C”

**The grading of our BTEC, Cambridge National and CIDA qualifications remain the same: pass, merit and distinction.**

Level 2 vocational courses are awarded 4 grades.

Grade	Points	"Old" Grade
Distinction* L2D*	8.5	A*

Distinction	L2D	7	A
Merit	L2M	5.5	B
Pass	L2P	4	C

Level 1 vocational courses can be awarded up to three grades.

Grade		Points	"Old" Grade
Distinction	L1D	3	D
Merit	L1M	2	E/F
Pass	L1P	1.75	F

The tracking grade in **year 9** will be the grade that teachers currently predict a student will achieve by **the end of year 9**. It is expected that students will make more progress over time.

The tracking grade in **years 10 and 11** will be the grade that teachers predict a student will achieve **by the end of year 11**.

### Targets

The "Expected Progress Targets" are aspirational, but achievable. They reflect the progress a student is likely to make (when compared with similar students nationally) from the end of KS2 to the end of Year 9 or 11.

## Marking and Feedback

JOG students receive regular, personalised feedback on their learning so they know how they are doing, what they need to improve and how to get there. This feedback will be given verbally as well as in the form of written marking.

There are two main types of marking that you may see in your child's books:

**Checking:** this is where the teacher checks that tasks such as peer/self-assessment and note-taking have been completed accurately. This type of marking will consist mostly of ticks and praise stamps, but key errors will be corrected.

**In depth:** certain pieces of work have been chosen by each subject area to be marked in detail. For these tasks, students are given positive comments about 'What Went Well' (WWW) and some 'Next Steps' to extend or improve their work further. When students are handed back work that has been marked in depth, they are always given 'reflection time' to work on the 'Next Steps' they have been set.

## Uniform and equipment

Uniform is worn as a sign of commitment to The John of Gaunt School and its ethos. The John of Gaunt School is judged on the appearance of its students and, therefore, we expect parents and students to co-operate with us to promote the highest standards of appearance, manners and behaviour.

The official stockist of the uniform is Scholars, Fore Street, Trowbridge.

### Correct Girls' uniform

- **Trousers:** plain black only, full length, plain material, classic tailored style with no extreme flares. **Leggings, footless tights, drain pipes, cords, jeans of any sort, cropped trousers or shorts are not allowed.**
- **Skirt:** plain black only and should be appropriate to school i.e. not be too short. As a guide the hem of the skirt should not be more than 8 cms (approx 3 inches) off the ground when kneeling. Elasticated tube skirts are not allowed.
- **Sweatshirt/jumper:** Plain black with school logo.
- **Polo shirt:** Plain white polo shirt with falcon in house colour on collar, to be tucked into trousers or skirt if worn with sweatshirt/jumper.
- **Socks:** Plain black, white or grey.
- **Shoes:** Plain black only. Daps, "Ugg" boots – canvas shoes, decorated shoes or plain black trainers are not allowed.
- **Coats:** Must be either the approved school coat or plain black. Plain black jackets and coats with a small logo are allowed. Hoodies of any sort are not allowed.

### Correct Boys' uniform

- **Trousers:** Plain black only, full length, plain material, classic tailored style with no extreme flares type. **Cords, drain pipes, jeans of any sort are not allowed.** Tailored knee length shorts are permitted in the summer months.
- **Sweatshirt/jumper:** Plain black with school logo.
- **Polo shirt:** Plain white polo shirt with falcon in house colour on collar, to be tucked into trousers if worn under a sweatshirt/jumper.
- **Socks:** Plain black, white or grey.
- **Shoes:** Plain black only. Daps and decorated shoes are not allowed, as per females.
- **Coats:** Must be either the approved school coat or plain black. Plain black jackets and coats with a small logo are allowed. Hoodies of any sort are not allowed.

## Academic equipment

Students are provided with textbooks and exercise books but they are expected to supply their own fully equipped pencil case and a bag in which to carry their books, equipment and student planner. These items should be taken to all lessons on every day. Students must have the following in their pencil case:

Black biro	Highlighter
Pencils	Protractor
Pencil sharpener	Metal safety compass
Rubber	Compass pencil
6" ruler	Calculator

## Student Support

### Tutors

The Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Tutor should be active in looking after the interests of the "whole child". The tutor should be the first point of contact if you have any queries that are not specific to a particular subject. Please email using the initial, surname and usual @jogschool.org address for example [espier@jogschool.org](mailto:espier@jogschool.org)

### Year teams

Each year group is supported by a year team of 3 staff:

- The Year Leader (YL) has overall responsibility for the academic progress and conduct of the year group.
- The Assistant Year Leader (AYL) supports the YL.
- The Pastoral Leader (PL) is a non-teaching member of staff who has a key focus on supporting pastoral issues in order to remove barriers to learning.

### House system

Each student is allocated to one of four houses, each named after a significant scientist – Franklin, Greenfield, Hawking and Newton:



The House system presents many opportunities for students to compete for House points and ultimately the House Cup. Events are drawn from all areas of the curriculum and beyond in order to involve as many students as possible. The House system also facilitates opportunities for students to work in mixed age teams.



# Behaviour, Expectations & Rewards



*'Creating an irresistible climate for achievement'*

## Behaviour & Rewards Overview

### School Rules

- Be safe
- Be respectful and kind
- Be ready to learn

### Attitude to Learning

– Every tracking point – reported to parents

4. Excellent
3. Good
2. Concern
1. Poor

### Recognition and Celebration - Going above & beyond

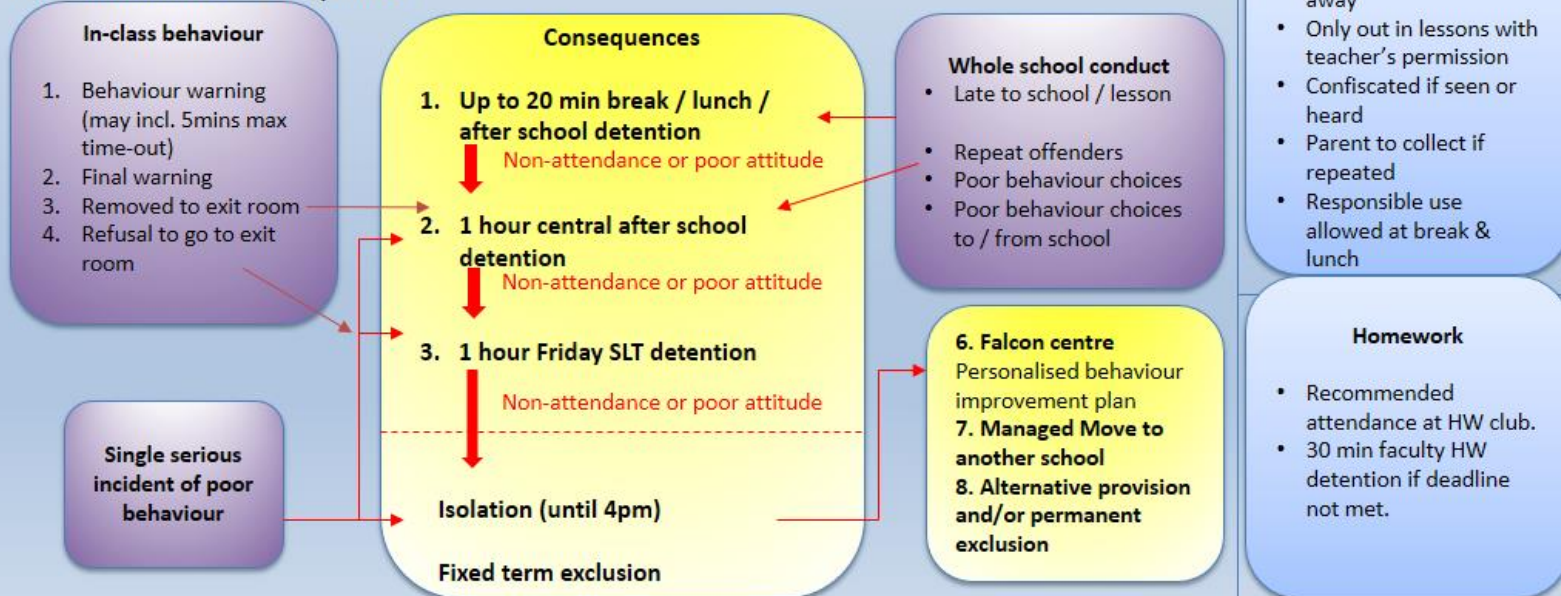
Attendance and Above and Beyond notes

**Weekly recognition** - 1 note/call per teacher per week + 5 notes per assembly

**Termly celebration** – House and Year assemblies and events

**Annual awards evening** - invitation only

### Consistent behaviour consequences:



Year 11 sessions at 3pm - 2017-18	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Art</b>	Art rooms open every day after school for independent work using materials. Students can book in for a one-to-one tutorial on a Wednesday, Thursday or Friday- but this must be done in advance.				
<b>Business Studies</b>		M7 with DPO	M7 with DPO		
<b>Child Development (GCSE)</b>	C42 with DME		C42 with DME		
<b>Computer Science</b>				G95	
<b>Drama</b>		Drama Studio with GBR	Jan onwards ... Drama Studio with JRE	Drama Studio with JRE	
<b>English</b>	L23	L31 with SPC Homework & revision		L31 with SPC Homework & revision	
<b>Food &amp; Nutrition</b>	C22 with SBE	C22 with SBE	C22 with SBE	C22 with SBE	C22 with SBE
<b>Geography</b>	Teachers to arrange sessions & emails students with details in advance. EWO also runs a session in G13 on a Thurs.				
<b>Health &amp; Social Care (BTEC)</b>	C42 with DME		C42 with DME		
<b>History</b>			G4 with SGR	G32 with RDA	
<b>ICT</b>				G95	
<b>Maths</b>		D15 and D27 Further Maths in D11			
<b>Modern Languages</b>	D26 is available every day in negotiation with class teacher in advance.				
<b>Music</b>			Jan onwards ... G1 with NMA	G1 with EST	
<b>PE</b>					W37 with JDU – teacher to arrange in advance with students (BTEC PE)
<b>Product Design</b>		C27	C27	C27	C27
<b>RE</b>			Full course RE timetabled lesson 3.15 – 5.15		
<b>Resistant Materials</b>		C27	C27	C27	C27
<b>Science</b>			G81	L49	

## Cashless Catering

The Dining Hall runs what is termed a “cashless” system using biometric technology. The system involves the capture of biometric thumbprint data. The thumbprint is converted into a string of numbers which relates to the information on the SIMS database. The John of Gaunt School does not store thumbprints. Once the initial data is taken, it is stored as numbers. It cannot be reverse engineered into a thumbprint. All data protection systems remain secure.

This improvement to the system provides a quicker and more efficient service. The students place their thumb on the reader in the Dining Hall to purchase food. Thumbprint is the preferred choice but an alternative is a PIN. Here is the link to the permission slip

<http://johnofgauntschool.org/media/2017/04/Biometric-permission-slip.pdf>

In an attempt to remove cash and cheques from The John of Gaunt School we are asking parents to use our e-payment method to pay for dinner money. This can be done online using a very secure website called ParentPay. If you already have a ParentPay account, you can simply log in to that account and add your other children.

If you are new to ParentPay, you will have a secure online account set up for you, activated using a unique activation username and password. If you have two or more children at a ParentPay school, you only need to activate one account to create your ‘main account’ and then add your other children.

Please use the attached link giving further information on how to register for ParentPay

<http://johnofgauntschool.org/parents/parentpay/> If you are unable to use ParentPay, credit may still be obtained via the cash loader in the dining hall, which will work in the same way. A £5 daily spend limit is automatically set by the school. This can be altered by parents.

## Show My Homework

<https://www.showmyhomework.co.uk/>

### Create, mark & track homework

Since September 2015 we have been issuing homework via a system called Show My Homework (SMHW). SMHW is an on-line service used by many schools to make it straightforward for students, parents and teachers to know what homework has been set and when it is due.

As well as simplifying how homework is recorded, SMHW also allows parents to become more involved in students’ learning. Lesson resources can be made available and as all homework is on-line and visible excuses about homework have become a thing of the past.

Via SMHW students benefit from a personalised to do list with deadlines and no longer worry about lost worksheets or forgotten homework details. SMHW can be accessed from any device (iOS and Android apps) and so if necessary homework can be done on the go. Although we would always encourage students to have a quiet and organised space where they normally do homework.

For teachers it is easy to share resources on SMHW so we can ensure quality of homework that’s consistent across the school and they can easily use a wider variety of homework types such as quizzes or spelling tests, and more easily cater for the different levels in a class.

Those new to SMHW initially require a pin code in order to create log-in details. These can be obtained from Miss Hamilton, Deputy Headteacher at [lhamilton@jogschool.org](mailto:lhamilton@jogschool.org), along with any queries you may have.

## **Parents' Evening & Booking system**

Parents' evenings are an opportunity to meet with the tutor and subject teachers on formal occasions during the year. The first of these is a tutor evening on Thursday 12<sup>th</sup> October 2017, a subject evening will subsequently follow to consult with teachers about the progress your child is making. Five-minute appointments enable teachers, parents and students to discuss progress to date and strategies for improvement.

We have an online booking system for arranging appointments at parents' evening. It is user friendly and enables you to arrange a convenient time. <https://thejohnofgaunt.parentseveningsystem.co.uk/> Should any parent not have access to a computer then a letter will be sent out with your son or daughter along with an appointment card in order for the student to make appointments with their subject teachers.

Please keep an eye on them to ensure they are making appointments with their teachers.

We look forward to a positive and exciting future for your child and appreciate your support.

If you have any serious concerns about your child, please don't wait until parents' evening to raise them. Mrs Addison, Head of Year 7, Form Tutors and subject teachers can be contacted via the school reception.

## **School Gateway**

The school has recently introduced a new service - 'School Gateway'. This means that we can share information with parents via email, text, online and smartphone app. You will be able to view the following for your child(ren):

- Attendance information
- Lesson timetable
- Your child's tracking data
- Your child's report
- Your child's behaviour log

To activate your School Gateway account you need the email address and mobile number held on the school's system.

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

OR - visit the website: <https://login.schoolgateway.com> and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you have trouble logging in, it may be because school doesn't have your current email and mobile phone number on record. Please call us and we'll update the details on our system. We hope that you will find School Gateway a great way to keep up to date with what's going on at school.

## **Complaints**

The full Complaints policy can be found on the school's website at <http://johnofgauntschool.org/download/complaints-procedure/>