



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

**Year 7
Parents' Handbook
2018 - 19**

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Welcome

Welcome to 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 Mrs E Addison – Head of Year 7 at eaddison@jogschool.org

I'm very much looking forward to meeting you.

A handwritten signature in black ink, appearing to be 'Mr Skipp', written in a cursive style.

Mr Skipp
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 2018 – 19

TERM 1	5 September – 24 October
TERM 2	5 November – 21 December
TERM 3	7 January – 15 February
TERM 4	25 February – 5 April
TERM 5	23 April – 24 May
TERM 6	3 June – 25 July

Teacher Development Days

Monday 3 September

Tuesday 4 September

Friday 30 November

Monday 25 February

Thursday 25 July

Year 7 Key Dates 2018-19

27 September	Open Evening 6.00-8.30pm	Year 7 student guides needed
1-3 October	PGL residential 7A-D	
3-5 October	PGL Residential 7E-H	
10 October	Tutor Evening 3.30-5.30pm	Appointment system open
7 November	SEN Information evening 6.00-7.00pm	
30 November	TD DAY	
13 December	Carol Service 7.00pm	Y7 perform a song together
21 December	Early closure	
25 February	TD DAY	
20 March	Subject Evening 3.30-6.30pm	
30 June	Spanish trip 1	
5 July	Sports Day	
14 July	Spanish trip 2	

General Information & Communication

Contacting the School

Telephone: 01225 762637

Email: office@jogschool.org

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

Who's who



Mr P Skipp
Headteacher



Mr B Rhodes
Deputy Headteacher



Miss L Hamilton
Deputy Headteacher



Mrs L Baines
Assistant Headteacher



Miss S Ambrose
Assistant Headteacher



Mrs H Kerr
Assistant Headteacher



Mrs E Lydon
Assistant Headteacher

SENIOR LEADERSHIP TEAM

YEAR 7 TEAM



Mrs E Addison
Head of Year 7



Mrs S Stewart
Pastoral Leader for Year 7



Mr M Webb
Tutor of 7A



Miss A Lanng
Tutor of 7B



Mrs K Madrell
Tutor of 7C



Mrs M Littleworth
Tutor of 7D



Miss M Callaghan
Tutor of 7E



Dr J Thompson
Tutor of 7F



Miss J Harris-Saville
Tutor of 7G

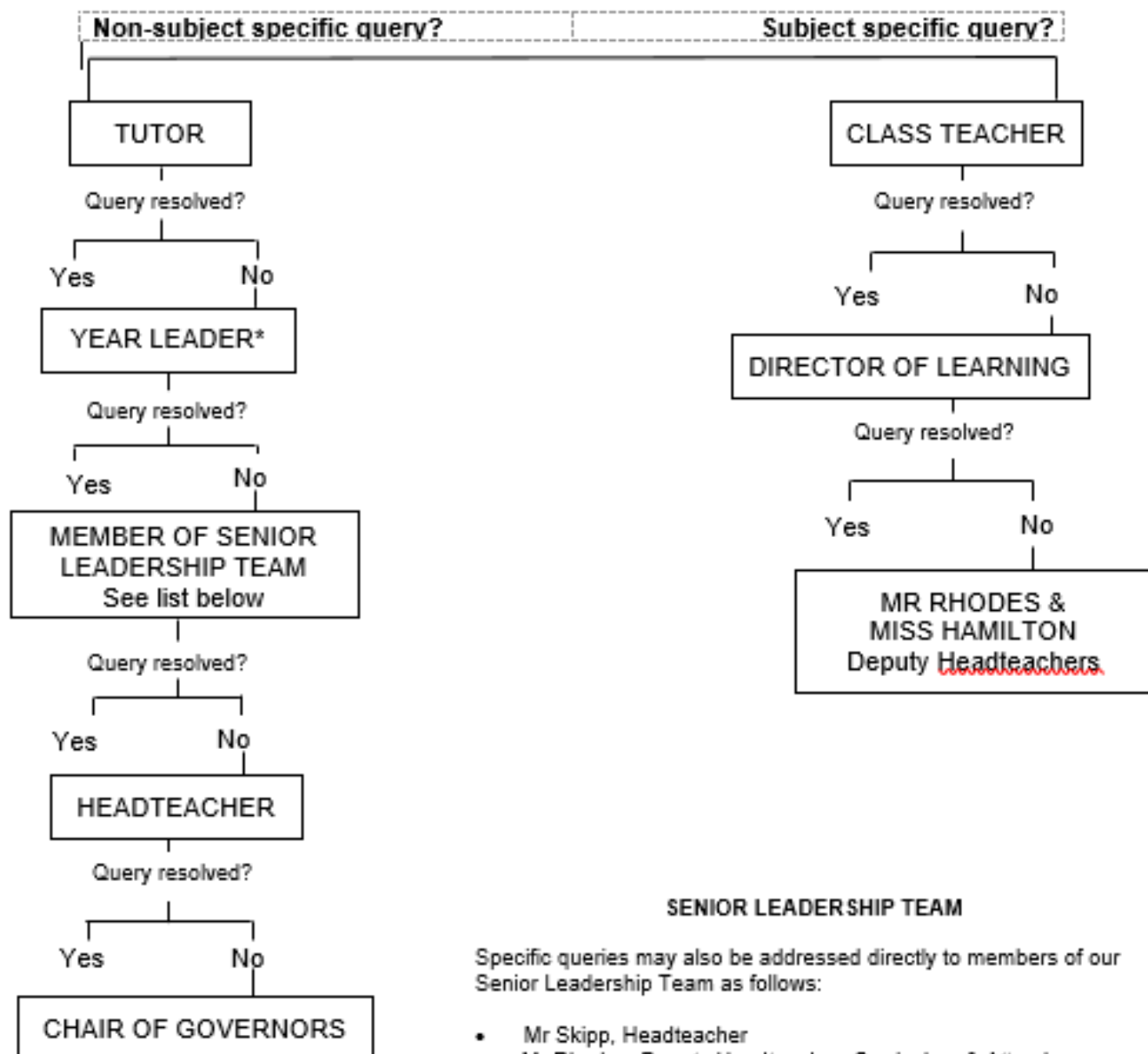


Mr X Lord
Tutor of 7H

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 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.



* Some students will be given a named point of contact with our Student Development Team.

SENIOR LEADERSHIP TEAM

Specific queries may also be addressed directly to members of our Senior Leadership Team as follows:

- Mr Skipp, Headteacher
- Mr Rhodes: Deputy Headteacher: Curriculum & Attendance
- Miss Hamilton: Deputy Headteacher: Teaching & Learning, CPD & Appraisal
- Mrs Kerr, AHT: Inclusion & welfare, safeguarding & behaviour
- Mrs Lydon, AHT: Students' progress and reports
- Mrs Baines, AHT: 6th Form
- Ms Ambrose, AHT: Whole School Literacy

If you wish to make a formal complaint, please write to Mr Skipp, Headteacher at 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. 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

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.

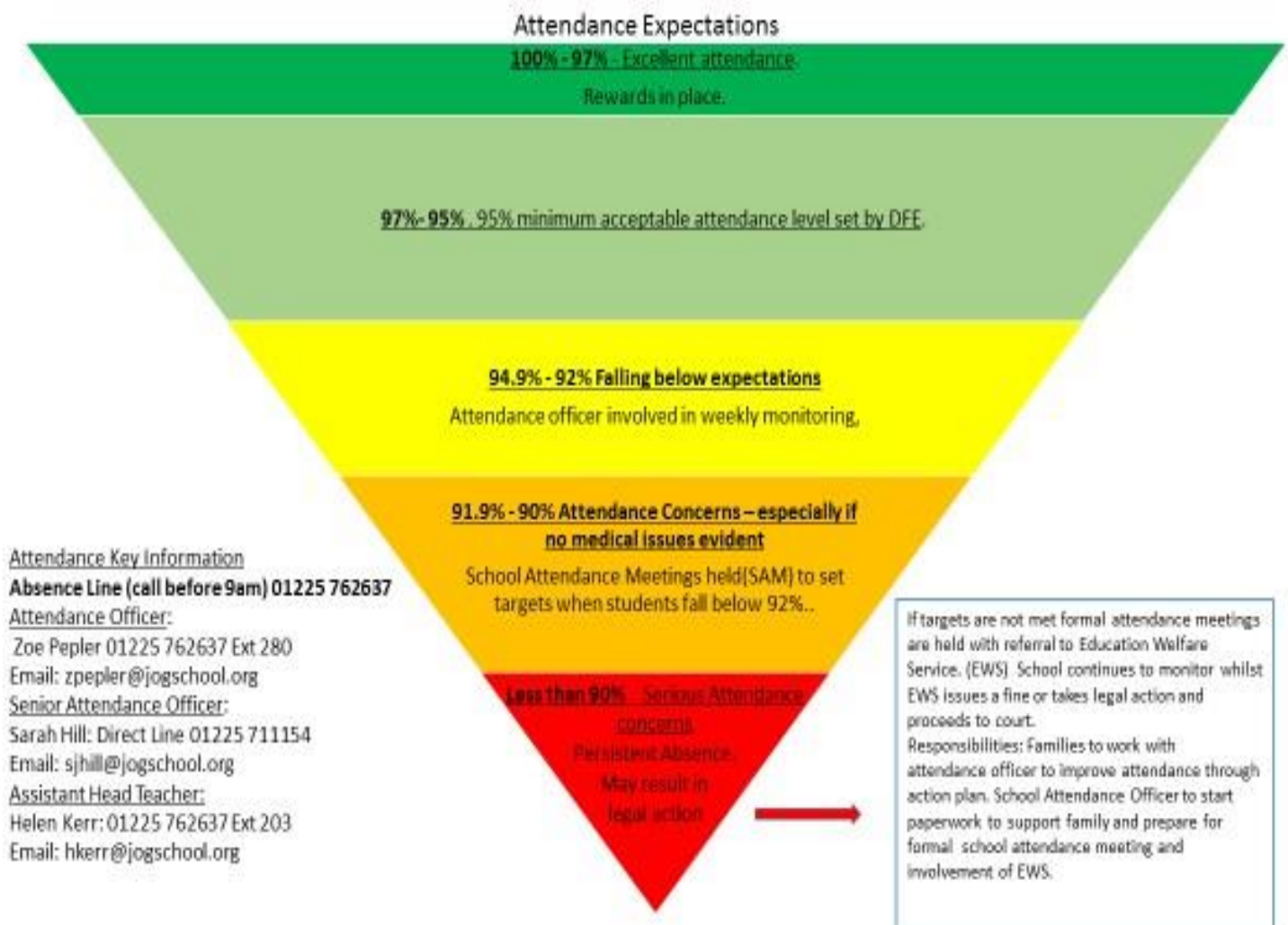
Attendance & Punctuality

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 . 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.

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.

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 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.

For further details and the full policy, please see the school website.

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 biros	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 eaddison@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.(not currently appointed)
- 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.

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, 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 12th 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.