

LAURENCE JACKSON SCHOOL

STUDENT PLANNER



Church Lane
Guisborough
TS14 6RD

Tel: 01287 636361
www.laurencejackson.org
reception@laurencejackson.org
 @LJ_School
Follow us on Facebook 



PERSONAL DETAILS

Name _____

Form _____

Contact Number _____

GCSE Candidate Number _____

Minimum Expected GCSE Grade (MEG) _____

EMERGENCY CONTACT

Name _____

Telephone _____ Mobile _____

THE SCHOOL YEAR

	School Closes	School Reopens
Autumn Term starts		Wednesday 2 September 2020
Half Term	Friday 23 October 2020	Monday 2 November 2020
Christmas Holiday	Friday 18 December 2020	Tuesday 5 January 2021
Spring Half Term	Friday 12 February 2021	Monday 22 February 2021
Easter Holiday	Friday 26 March 2021	Monday 12 April 2021
Summer Half Term	Friday 28 May 2021	Monday 7 June 2021
Summer Holiday	Friday 16 July 2021	

STAFF TRAINING DAYS – SCHOOL CLOSED TO STUDENTS

2020	2021
Tuesday 1 September 2020	Monday 4 January 2021
Monday 30 November 2020	Monday 19 July 2021
	Tuesday 20 July 2021

Holidays taken during term time will lead to unauthorised absences and could result in prosecution and fines.

Absence from school will impact on your results.



TIMETABLE

Attach your
timetable here



THE SCHOOL DAY



Students are not expected to arrive at school before 8.00 am

8.30 am	Registration/Assembly
8.50 am	Period 1
9.50 am	Period 2
10.50 am	Break
11.10 am	Period 3
12.10 pm	Lunch
12.50 pm	End of Lunch Bell
1.25 pm	Period 4
2.00 pm	Period 5
3.00 pm	End of School

USEFUL CONTACTS

Headteacher	Mrs C Jukes
Deputy Headteacher	Mrs C Sunley
Assistant Headteachers	Mr M Bayston, Ms D Baldwin, Mrs N Crawford, Mrs J Downs, Mrs K Doyle
Assistant Headteacher/SENDCO	Mrs R Alderson
Associate Assistant Headteachers	Miss C Evans, Mr M Tyzack
Associate Senior Leader	Miss L Sarginson

WHAT TO DO

PROBLEM	WHAT TO DO
If I am ill or have to be off school for an important reason?	Ask your parent/carer to telephone school as soon as possible to tell us why you are absent. Attendance in school is vital and you should not be absent unless you absolutely cannot come into school.
If I am late?	Sign in at the main office and then go immediately to your lesson. Unless you have a genuine reason for being late (e.g. medical appointment), -5 points will be issued and you will receive a break time detention for the same day. If there is a genuine reason for being late, your parent/carer must telephone school or write a reason in your planner on the relevant date.
If I need to take time off for a family holiday?	Holidays should not be taken during term time and will not be authorised unless written proof and extensive evidence is provided of exceptional circumstances. However, if any are arranged, you should collect a Leave of Absence form from the main office. Once completed by your parent/carer, return this to our Attendance Officer, Mrs Draper.
If I don't feel well or I get hurt?	You require your planner to be signed by your teacher to go to the medical room.
If I have an appointment and need to go out of school?	Bring a note/appointment card from your parent/carer to explain why you need to leave school. Sign out at the main office. ALL students must be collected by an adult.
If I need to be excused from PE?	Your parent/carer must write a note in your planner on the relevant date. Please note that you are still required to bring your kit in order to ensure progression. An excused student can still be involved in certain aspects of the lesson. Long term absences from PE lessons should be covered by an appropriate medical note.
If I am being bullied or know someone who is?	TELL SOMEBODY – your Form Tutor, your Student Welfare Manager, any teacher or a friend.
If I need to ring home in an emergency?	If there is an emergency outside of school, please be assured that your parent/carer will contact school and a member of staff will receive all necessary information before then discussing with you. You must prioritise your lessons but if you need to speak to somebody at home, go to the main office to make this contact.
If I have to dispose of litter?	Please ensure you use the many bins across the site and respect the environment.
If I need to go to the toilet?	Only students with a genuine medical reason should be accessing the toilets during lesson time. In exceptional circumstances, teachers will sign your planner to allow you to use these facilities during lesson times.

If I need to take medication during the school day?	Controlled medicines MUST be brought to school by a responsible adult and handed to the First Aider. They must be in the original packaging and prescribed for that individual student.
If parent/carer wants to contact the bus company?	Details of the school bus service are available on the school website.
If I have a teacher detention?	Report to the member of staff who issued you with the detention on the day and time requested.
If I have a subject detention?	Report to the main dining hall at 3.00 pm on the day of your detention.
If I cannot attend a subject detention?	A parent/carer must phone school with a reason why and to arrange an alternative day.

SCHOOL UNIFORM

				
Laurence Jackson School blazer with school badge. Only available from Trutex or Bambini.	White school shirt long or short sleeve. Can be purchased from Trutex or any other retailer as long as they meet uniform expectations.		Pleated skirt as detailed above. Either plain black or jubilee tartan. Only available from Trutex and Bambini.	Black trousers which may be slim or straight fitting. Can be purchased from Trutex or any other retailer as long as they meet uniform expectations.

	
Year Group Tie as detailed in the table are available from Trutex, Bambini or directly from school.	Black, grey or white socks Plain black tights (60 denier or above) can be purchased from any retailer.

During extremely warm weather students will be advised of the following:

- Blazers must be brought to school each day - a decision will be made at the start of the day as to whether blazers need to be worn inside the building.
- In lessons students may take their blazers off.
- In exams students are allowed to take their blazers and jumpers off.
- Ties are to remain on at all times.

An optional v-neck jumper with the school logo can be worn underneath blazer

SCHOOL UNIFORM

Footwear

Footwear must be plain black, sensible and practical. **Leather or patent leather are permitted** however suede is not. The following types of footwear are **not** allowed:

- any type of canvas footwear
- designer leisure leather upper footwear. (Examples of these shoes are Vans, Converse, Nike, or any other shoes with highly visible brand names),
- trainers of any kind
- any footwear with stripes or logos

	
Acceptable styles of boys' shoes	Acceptable styles of girl's shoes

SCHOOL UNIFORM

PE Kit

Students are expected to wear the full, correct PE kit during every PE lesson.

Boys' Indoor Kit	Girls' Indoor Kit
Black, green & white polo shirt with school logo	Black, green & white polo shirt with school logo
Plain black shorts with school logo	Plain black shorts with school logo or plain black leggings
Green & white football socks or White Sports Socks	

For lessons outdoors students may always wear:

Boys' Outdoor Kit Additions	Girls' Outdoor Kit additions
Plain black tracksuit bottoms	Plain black tracksuit bottoms
Black, green & white reversible top	Black, green & white hoody with school logo
Black & green mid-layer - optional	
Green & white football socks or White Sports Socks	

Students will also be expected to wear suitable indoor sports shoes for indoor activities. Moulded studs only for Astroturf lessons. Please note that no blades or metal studs can be worn on the Astroturf pitch. Shin pads should also be worn for football.

During inclement weather students are allowed to wear base layers **underneath** their normal PE kit.

All PE clothing items are available from Trutex Direct @ www.trutex.com

All items of clothing and personal property (including inhalers)
should be clearly labelled with the student's name

SCHOOL UNIFORM

NOT ALLOWED IN SCHOOL

- **Jewellery** – for Health & Safety reasons, no jewellery except one pair of small stud earrings, gold or silver (one in each lobe) is permitted. **No body piercings (including ear stretchers and clear facial piercings), tattoos or body modification are allowed.**
- **Heavy Make-up** – discreet make up only (i.e. not noticeable). The following are not allowed: False eyelashes, false nails (gel, acrylic etc), nail varnish (including gel nail varnish), fake tan, unnatural colours (e.g. blue mascara etc).
- **Hair** – extremes of fashion, as determined by the school (e.g. bright colours, bands of colour, hair sculpting, tramlines, will not be acceptable)
No large hair accessories – hair accessories must be functional not decorative. Only plain green, black or white hairbands are permitted.
- **Bags** – all students are expected to carry a school bag for equipment and kit. All school bags **MUST** be big enough to hold an A4 book/file.

STANDARDS AND EXPECTATIONS



Our aim at Laurence Jackson School is to inspire excellence though recognising and rewarding the progress, success and attendance of all students.

There are numerous ways you will be rewarded at LJS:

- Your positive attendance will be rewarded and recognised throughout the school year.
- Achievement points are awarded to you regularly by staff for producing high standards of work, showing a positive learning approach and for being an excellent ambassador for LJS.
- Staff will give you verbal praise/encouragement during lessons, registration or whenever appropriate.
- We will display your work to celebrate excellence - in class and around school.
- You may receive letters, certificates and positive postcards to recognise your excellent standard of work, progress, behaviour and attendance.
- You may be nominated and invited to 'Milkshake Mondays' with the headteacher.
- You may be nominated for a half term 'Star Student' or 'Achievement Assembly' award by your subject teachers.

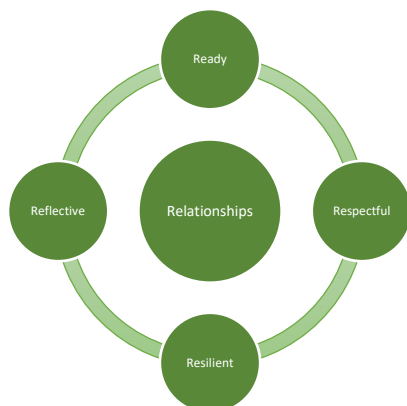
Rewards such as cinema vouchers and shopping vouchers are awarded every half term in recognition of students who continue to meet our work and behaviour expectations and for those who are seen to be making significant improvements in their approach to school.

As a reward for excellent attendance and behaviour Year 11 students are given the opportunity to attend the Prom and KS3 students are given the opportunity to attend a rewards trip or activity in the summer term.



STANDARDS AND EXPECTATIONS

At LJS we expect students to demonstrate that they are ready, respectful, resilient and reflective and believe that these attributes allow all our students to succeed. We also recognise that positive relationships, based on mutual respect, are key to the overall development and academic success of our students.



At LJS we are **Resilient and **Reflective** in our approach to learning.** If you do not demonstrate these attributes this will be addressed according to this 4-point plan. This will be the case for example if you;

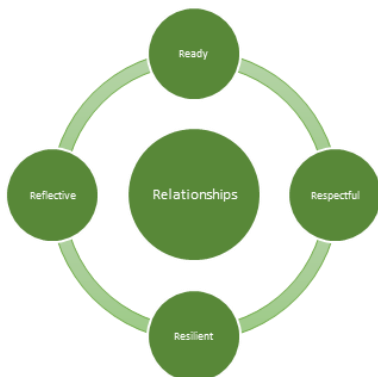
- are not engaging with learning
- do not listen carefully
- talk over anyone
- work too slowly
- give up too easily when work is challenging

Step 1	Clear Caution	CC	→	Your teacher will issue a reminder about Expected Behaviour for Learning or Respectful Routines. They will state the reason for the reminder.
Step 2	Teacher Detention	TD	→	If another incident of any nature occurs the teacher will issue a second reminder and state the reason. You will also be issued with a teacher detention and expected to see the teacher before the end of the day.
Step 3	Subject Detention	SD	→	At the third offence of any nature you will be issued with an after-school detention the following day.
Step 4	Exit: On Call	OC	→	If behaviour continues to be poor you will be removed from the lesson.

We expect students to be **RESPECTFUL** and will not tolerate the following **disruptive** behaviour:

- Swearing directly at a member of staff
- Mimicking a member of staff
- Getting into someone else's personal space and making physical contact inappropriately
- Raising your voice inappropriately
- Walking out of lesson or away from a member of staff

In these situations, you will be removed from the lesson immediately and taken to Reflection for the remainder of the day pending investigation about further consequences.



At LJS we are **Ready** and **Respectful** in our conduct around the school:

Students must:

- ✓ remove coats and outdoor clothing as you enter the building
- ✓ be in the right part of the school building at the right time using the right entrances and exits
- ✓ put litter in the bins provided
- ✓ travel sensibly around the building following the one-way system
- ✓ respect other people's personal space

We expect students to be **RESPECTFUL** and will not tolerate the following;

- Swearing or using inappropriate language directed at another member of the school community
- Attempting to enter the building by a prohibited door or access point
- Inappropriate use of plastic water bottles
- Removing your tie or taking the tie from another student
- Deliberate damage to the school environment
- Throwing items from the balcony in the LRC

In these situations, you will lose your social time and be taken to A17 by a member of staff pending investigation to decide further consequences

When students do not meet expectations, the following sanctions are given:

Misdemeanour	Sanction
Failure to meet homework deadline after extension	Teacher Detention during the school day
Teacher Detention	Teacher Detention set during the school day - up to 15 minutes
One SD in a day	30 minutes After School Detention
Two SD in a day	60 minutes After School Detention
Three SD in a day	90 minutes After School Detention
Late	Break time detention

ESSENTIAL EQUIPMENT

- 2 Black Pens
- 1 Green Pen
- 1 Ruler
- 1 Pencil
- 1 Eraser
- 1 Scientific Calculator
(CASIO models fx85GT Plus or fx85GTX)



HOME LEARNING OPPORTUNITIES

All homework from September 2020 onwards will be set and sent via the Classcharts app

How can I take ownership over my own learning at home?

- Green pen work
- Hegarty Maths
- Other online apps/ websites
- Independent learning portal (via school website)
- Subject homework

Green Pen Reflection:

When teachers assess and feedback on your work you are encouraged to reflect and improve your work in green pen. Green pen can be completed as part of independent home learning.

HegartyMaths:

All students are issued with an individual log in for Hegarty Maths from the school's Maths department. Teachers can set home learning via this website. You can also log in to the site to revise topics that you may be struggling with. You can watch a video to remind you of a topic prior to answering questions.

Independent Learning Portal:

The independent learning portal is available via the school website. The purpose of the portal is to support you with independent learning (this is separate from any home learning which is set). Via this portal you can access: topics taught in KS3, specification for GCSE subjects, examples and templates for revision strategies and revision timetables as well as subject specific and Year 11 specific independent learning material.



Independent Revision Strategies:

In order to help you prepare for your curriculum assessments and GCSE exams there are a number of different revision strategies that you could use. It is a good idea to start these revision strategies as early as possible. These include:

- Mnemonics, Acrostics and Rhymes
- Mind Mapping
- Record Yourself
- Condense Your Lists
- Study with Friends
- Exemplar Work including model answers from the exam boards
- Smart Lists
- Flash Cards
- Use a Range of Strategies (different strategies will work for different subjects)
- Test Yourself (use past papers or questions from lessons and use the mark scheme to self-mark these tests)
- Various websites including: BBC BiteSize, Seneca Learning, Quizlet, YouTube.

ACROSTIC

Separated from society at the beginning of the novella.

Callous/Cruel

Redemption

Odious

Obnoxious

Generosity is displayed at the end of the novella.

Enlightened by his visits from the Ghosts



MNEMONIC

- My = Mercury
- Very = Venus
- Eager = Earth
- Mother = Mars
- Just = Jupiter
- Served = Saturn
- Us = Uranus
- Noodles = Neptune



COMMAND WORDS

Analyse



To examine something in detail

Compare



To say how two things are similar or different

Describe



To give a detailed account that includes all the relevant information

Discuss



To include many points of view in your response

Evaluate



To review the information and discuss the quality of it

Explain



To say why by giving reasons and causes

Identify



To select or recall relevant information

Justify



To include the reasons behind your thoughts and decisions

PERMISSION TO LEAVE CLASS

[illegible]

MULTIPLICATION TABLES

1x

$1 \times 1 = 1$
 $2 \times 1 = 2$
 $3 \times 1 = 3$
 $4 \times 1 = 4$
 $5 \times 1 = 5$
 $6 \times 1 = 6$
 $7 \times 1 = 7$
 $8 \times 1 = 8$
 $9 \times 1 = 9$
 $10 \times 1 = 10$
 $11 \times 1 = 11$
 $12 \times 1 = 12$

2x

$1 \times 2 = 2$
 $2 \times 2 = 4$
 $3 \times 2 = 6$
 $4 \times 2 = 8$
 $5 \times 2 = 10$
 $6 \times 2 = 12$
 $7 \times 2 = 14$
 $8 \times 2 = 16$
 $9 \times 2 = 18$
 $10 \times 2 = 20$
 $11 \times 2 = 22$
 $12 \times 2 = 24$

3x

$1 \times 3 = 3$
 $2 \times 3 = 6$
 $3 \times 3 = 9$
 $4 \times 3 = 12$
 $5 \times 3 = 15$
 $6 \times 3 = 18$
 $7 \times 3 = 21$
 $8 \times 3 = 24$
 $9 \times 3 = 27$
 $10 \times 3 = 30$
 $11 \times 3 = 33$
 $12 \times 3 = 36$

4x

$1 \times 4 = 4$
 $2 \times 4 = 8$
 $3 \times 4 = 12$
 $4 \times 4 = 16$
 $5 \times 4 = 20$
 $6 \times 4 = 24$
 $7 \times 4 = 28$
 $8 \times 4 = 32$
 $9 \times 4 = 36$
 $10 \times 4 = 40$
 $11 \times 4 = 44$
 $12 \times 4 = 48$

5x

$1 \times 5 = 5$
 $2 \times 5 = 10$
 $3 \times 5 = 15$
 $4 \times 5 = 20$
 $5 \times 5 = 25$
 $6 \times 5 = 30$
 $7 \times 5 = 35$
 $8 \times 5 = 40$
 $9 \times 5 = 45$
 $10 \times 5 = 50$
 $11 \times 5 = 55$
 $12 \times 5 = 60$

6x

$1 \times 6 = 6$
 $2 \times 6 = 12$
 $3 \times 6 = 18$
 $4 \times 6 = 24$
 $5 \times 6 = 30$
 $6 \times 6 = 36$
 $7 \times 6 = 42$
 $8 \times 6 = 48$
 $9 \times 6 = 54$
 $10 \times 6 = 60$
 $11 \times 6 = 66$
 $12 \times 6 = 72$

7x

$1 \times 7 = 7$
 $2 \times 7 = 14$
 $3 \times 7 = 21$
 $4 \times 7 = 28$
 $5 \times 7 = 35$
 $6 \times 7 = 42$
 $7 \times 7 = 49$
 $8 \times 7 = 56$
 $9 \times 7 = 63$
 $10 \times 7 = 70$
 $11 \times 7 = 77$
 $12 \times 7 = 84$

8x

$1 \times 8 = 8$
 $2 \times 8 = 16$
 $3 \times 8 = 24$
 $4 \times 8 = 32$
 $5 \times 8 = 40$
 $6 \times 8 = 48$
 $7 \times 8 = 56$
 $8 \times 8 = 64$
 $9 \times 8 = 72$
 $10 \times 8 = 80$
 $11 \times 8 = 88$
 $12 \times 8 = 96$

9x

$1 \times 9 = 9$
 $2 \times 9 = 18$
 $3 \times 9 = 27$
 $4 \times 9 = 36$
 $5 \times 9 = 45$
 $6 \times 9 = 54$
 $7 \times 9 = 63$
 $8 \times 9 = 72$
 $9 \times 9 = 81$
 $10 \times 9 = 90$
 $11 \times 9 = 99$
 $12 \times 9 = 108$

10x

$1 \times 10 = 10$
 $2 \times 10 = 20$
 $3 \times 10 = 30$
 $4 \times 10 = 40$
 $5 \times 10 = 50$
 $6 \times 10 = 60$
 $7 \times 10 = 70$
 $8 \times 10 = 80$
 $9 \times 10 = 90$
 $10 \times 10 = 100$
 $11 \times 10 = 110$
 $12 \times 10 = 120$

11x

$1 \times 11 = 11$
 $2 \times 11 = 22$
 $3 \times 11 = 33$
 $4 \times 11 = 44$
 $5 \times 11 = 55$
 $6 \times 11 = 66$
 $7 \times 11 = 77$
 $8 \times 11 = 88$
 $9 \times 11 = 99$
 $10 \times 11 = 110$
 $11 \times 11 = 121$
 $12 \times 11 = 132$

12x

$1 \times 12 = 12$
 $2 \times 12 = 24$
 $3 \times 12 = 36$
 $4 \times 12 = 48$
 $5 \times 12 = 60$
 $6 \times 12 = 72$
 $7 \times 12 = 84$
 $8 \times 12 = 96$
 $9 \times 12 = 108$
 $10 \times 12 = 120$
 $11 \times 12 = 132$
 $12 \times 12 = 144$

PASTORAL RECORD

It is important for you to keep an up-to-date record of your attendance, behaviour and achievements in school. Use the space below plus information you will receive half-termly from your form tutors to complete these records.

All students, unless there are exceptional circumstances, are expected to have a **minimum of 96% attendance** throughout the academic year. This is to support your good progress in lessons in order to maintain your potential.

Half Term 1

Cumulative attendance _____ %

Achievement points _____

Behaviour points _____

Signed Parent/Carer _____

Half Term 2

Cumulative attendance _____ % This has increased / decreased (circle)

Achievement points _____ which is an increase of _____

Behaviour points _____ which is an increase of _____

Signed Parent/Carer _____

Half Term 3

Cumulative attendance _____ % This has increased / decreased (circle)

Achievement points _____ which is an increase of _____

Behaviour points _____ which is an increase of _____

Signed Parent/Carer _____

PASTORAL RECORD

Half Term 4

Cumulative attendance _____ % This has increased / decreased (circle)

Achievement points _____ which is an increase of _____

Behaviour points _____ which is an increase of _____

Signed Parent/Carer _____

Half Term 5

Cumulative attendance _____ % This has increased / decreased (circle)

Achievement points _____ which is an increase of _____

Behaviour points _____ which is an increase of _____

Signed Parent/Carer _____

Half Term 6

Cumulative attendance _____ % This has increased / decreased (circle)

Achievement points _____ which is an increase of _____

Behaviour points _____ which is an increase of _____

Signed Parent/Carer _____

PARENTS' EVENING



Date: _____

Time: _____

It is your responsibility to arrange appointments with the staff who teach you. Record the times in the table below. Make sure that you have five minutes between each appointment to allow your parents enough time to move from one teacher to another.

Time	Subject	Member of Staff