



KEY INFORMATION

SEPTEMBER 2023

Dear Year 6 Parent/Carer

This letter outlines important expectations from Laurence Jackson School and provides key information to ensure you and your child are ready for their official start on Wednesday 6th September.

The School Day

The school day is subject to consultation at this time and we will advise Y6 parents of the confirmed timings in due course. All students will start school at 8.30am.

School Gateway: Payments and school reports

As we are a cashless school, we do not handle or process cash on site and all payments are electronic. School Gateway is the online platform for you to top up your child's lunch money and pay for other items such as trips and equipment (currently a school lunch costs £2.30). You can access School Gateway either on a web browser or the Gateway app. You can also see what your child has purchased for lunch, check their lunch balance and access copies of parents' evening invitations and progress checks. You will be given details on how to access your School Gateway account when your child starts school in September. More information about School Gateway can be found via the [School Gateway](#) section of our website.

Class Charts: Home school communication, home learning and behaviour

Class Charts is the online platform for communication, home learning and behaviour. Students and parents/carers have their own account and they can be accessed either on a web browser or the Class Charts app. It allows you to see rewards or any areas of concern that teachers are recording for your child. It is also how we communicate home learning and send school announcements with parents/carers. You will be given details on how to access your Class Charts account when your child starts school in September. More information about Class Charts can be found via the [Class Charts](#) section of our website.

School Uniform

All uniform is available from Trutex online or Bambinis store in Guisborough.

- Trutex offers an online service and the electronic brochure is accessible via the Uniform section of our website. You can order online at www.trutex.com registering on School Specific Uniform using Laurence Jackson School's LEA code: **LEA00925SC**; alternatively, you can order by telephone on 01200 421206. You can also access sizing information on the website by following [this link](#), which may help to ensure you get your child's correct sized uniform.
- Bambinis is based at 19 Chaloner Street and their phone number is 01287 639421.

Uniform Expectations

Please see details of our uniform expectations below. Students must wear:

- A Laurence Jackson School blazer.
- A Laurence Jackson School year group specific tie. This tie stripe colour will remain with your child throughout their time at school. School ties are available from our uniform suppliers Trutex and Bambini, as well as from the main school office. Year 7 starting school in September 2023 will wear dark green ties with a blue stripe and school crest.
- A white shirt, which may be long or short sleeved.
- Black trousers or the skirt detailed below. Trousers may be slim or straight fitting but must not be skin-tight. Jeans, jeggings or leggings are not acceptable.
- A pleated jubilee tartan skirt. Skirts must be knee length and may only be purchased from our uniform suppliers. Skirts must be worn with plain black tights that are at least 60 denier. Patterned tights are not permitted.
- Socks must be black, white or grey.

Jumpers are an **optional** item of uniform. Students in Years 7, 8 and 9 may choose to wear a plain green V neck jumper under their blazer and in Years 10 and 11 may choose to wear a plain black V neck jumper. Trutex sell plain jumpers with the school logo although a completely plain jumper of the appropriate style and colour is also permitted. **However, a jumper is not an alternative to the school blazer;** students are required to wear blazers at all times.

The following illustrations indicate the uniform expectations.

			
<p>Laurence Jackson School blazer with school badge. Only available from Trutex or Bambini.</p>	<p>White school shirt long or short sleeve. Can be purchased from Trutex or any other retailer as long as they meet uniform expectations.</p>	<p>Jubilee tartan pleated skirt as detailed above. Only available from Trutex and Bambini.</p>	<p>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.</p>

	
<p>Year group tie as detailed above from Trutex, Bambinis or directly from school via Gateway. New Year 7 (September 2023) will have a blue stripe on their tie.</p>	<p>Black, grey or white socks (worn with trousers only) Plain black tights (60 denier or above) can be purchased from any retailer.</p>

Footwear

Footwear must be plain black, sensible and practical.

The following types of footwear are not allowed:

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

Acceptable types of footwear:



Students also need a **school bag** for equipment and books that is big enough to contain A4 books and folders.

PE Kit Expectations

Students are expected to wear the full, correct PE kit during every PE lesson. Please ensure that all of your child’s items of clothing and personal property (including inhalers) are clearly labelled with their name.

Indoor Kit

- Black, green and white polo shirt with school logo.
- Plain black shorts with school logo or plain black leggings.
- Green and white football socks or white sports socks.

Students must be prepared to go outside and bring appropriate outdoor additions as follows:

Outdoor Kit Additions

- Plain black tracksuit bottoms.
- Black, green and white reversible top (required for contact sports such as rugby which are part of the boys' PE curriculum) **OR** a black, green and white hoody with school logo.
- Green and white football socks or white sports socks.
- Shin pads should also be worn for football.
- Students are encouraged to wear base layers underneath their PE kit for outdoor lessons.

Footwear for PE

- Suitable sports trainers for indoor activities.
- Moulded studs only for AstroTurf lessons; please note that **NO** blades or metal studs can be worn on the AstroTurf pitch.

Attendance

Please ensure your child attends school every day on time and well equipped to learn.

Parents/carers have a responsibility to ensure their child arrives at school on time. If a student arrives at school more than 30 minutes after their official start time and without a valid reason, they receive a late mark which will be an **unauthorised absence**.

If your child is unfit to learn it is your responsibility to inform school by 8:30am *on every day of an absence* via phone including child's full name, form group and reason for absence. Absences will only be authorised in exceptional circumstances. Whilst we require your support with informing us of the reason for your child's absence, this does not automatically mean that the absence is authorised.

Current legislation specifies that Headteachers may not grant any leave of absence to students during term time unless they are exceptional circumstances. If, after carefully considering the circumstances not considered to be exceptional, a parent/carer still decides to remove their child from education for a holiday, parents should complete a Leave of Absence form.

We would urge you, whenever possible, to ensure medical appointments are made outside of school hours.

More attendance information can be found on our [website](#).

Frequently Asked Questions

What do I do if my child is ill or has to be absent for an important reason?	You must telephone school (01287 636361 option 3) as soon as possible but by 8.30am to tell us why your child is absent.
What do I do if my child has an appointment and needs to go out of school?	Please avoid making appointments during the school day as much as possible. Where it is unavoidable, you must send a note/appointment card to explain why your child needs to leave school, either on paper or electronically to reception@laurencejackson.org ALL students must be collected by an adult and sign out at the main office.
Can my child 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, your child should collect a Leave of Absence form from the main office. Parents/carers should complete and return this to our Attendance Officer, Mrs Draper.
What do I do if my child needs to take medication during the school day?	Controlled medicines MUST be brought to school by the parent/carer and handed to Mrs Colman, and a consent form must also be completed (we cannot administer medication without this form). Medication must be in the original packaging and prescribed for the individual student. We expect that prescribed medicines to be taken 3 times/day or less are taken at home and not school.
What uniform do I need for my child and how and where do I purchase this?	You can find out about the uniform your child needs and where you can purchase items via the School Uniform section of this booklet. New Year 7 students have ties with a blue stripe and the school crest and will continue with this colour until the end of Year 11.
How do I pay for my child's school lunches, trips and other payment items?	We are a cashless school and therefore payments for all items, including school lunches, are carried out online via School Gateway. You should keep your child's lunch payments topped up so that they have credit on their account prior to purchasing lunch; please don't allow your child's lunch account to be in arrears. Those eligible for free school meals are given a payment for lunch on their account automatically.
Will my child be provided with a locker?	Lockers can be purchased on Gateway. Students can register their interest with their Form Tutor and the locker is then allocated and added as a payment item.
Do you serve snacks at breaktime?	No but students can bring a healthy snack for their break.
If my child does not meet behaviour expectations what happens?	Please refer to the school Behaviour Policy available on our website . We use Class Charts for behaviour, which, as a parent/carer you also have access to. You can see behaviour points and detentions via Class Charts.
How do I communicate with school?	Please email reception@laurencejackson.org FAO the person you are wishing to contact, or telephone 01287 636361. Meetings with staff can only take place if they have been pre-arranged. We ask that parents/carers are mindful that our staff are not always available as they are with students, therefore please allow up to 2 working days if a response to your query is needed. We appreciate your support regarding this.

	Please note that our phone switchboard and email are only operated during term time.
How does the school communicate with home?	We use Class Charts to communicate with parents/carers. You will receive a unique Class Charts parent code when your child starts Laurence Jackson School, which you will be able to use to register. Students also have their own Class Charts account and they are given their code when they start. It is vital that you register for this platform otherwise you will not receive any information from school. We also use our Facebook page to celebrate the achievements of students, and also issue reminders/notices.
What are your school reporting and parents evening arrangements?	We issue 3 Progress Check reports per academic year to parents/carers so that you can see the progress your child is making in their subjects. Y7 students have a settling in report and a form tutor evening in the autumn as well as a subject parents' evening in the spring.
How do I find out more about your curriculum?	All information about our curriculum can be found via our website .
How do I know when my child has homework?	Class Charts is used to set home learning.
When will we know my child's Form Tutor?	Your child will be allocated their Form Tutor and tutor group on the first day of transition week.
When will my child get their timetable?	Individual timetables will be given out in September.
What are your term dates?	Term dates can be found on our website .
What after school activities do you offer?	We offer an extensive extracurricular programme and usually issue updates via our weekly Parental Bulletin and on our website .
Can my child have their mobile phone / smart watch / headphones in school?	Students may have these items in their bags, but they must not be seen and must be switched off / not worn until they are out of the school grounds – they cannot be seen or used during school time. If your child is found using items, they will be confiscated until the end of the day and behaviour points will be issued.
I think I might be entitled to free school meals, what do I need to do?	You can apply for free school meals online via https://valt.org.uk/fsm/
Do you have lost property?	We advise students to take care of their personal items and not to wear any valuable clothing to school. It is also really important to label your child's school uniform so that items do not get lost. Lost property is in the site team office and we display it at the end of every half term - any uncollected items are washed and either donated to the PE department or to charity.
How do I register for your online systems?	You will be given details when your child starts school in September.