



**Laurence Jackson School
Year 6 to 7
Transition Information for
September 2025**

The School Day

School starts at 8.30am and finishes at 2.50pm. There are 5 lessons taught throughout the day, a 20-minute break, and a 40-minute lunch. Please see below an outline of the Year 7 day:

Time	Details
8.10	Gates Open
8.20	Students expected on site
8.25	Line up
8.30	Formal Register & Form Time
8.50	Period 1
9.50	Break
10.10	Period 2
11.10	Period 3
12.10	Lunch
12.50	Period 4
13.50	Period 5
14.50	End of day; enrichment activities begin

Online Systems

Arbor: payment system

We are a cashless school. Arbor is our online payment system for parents/carers to pay for *all* payable items including trips and lunches. As an upcoming Year 7 parent/carer, you will be given access to Arbor during the summer holidays via a welcome email. If you experience technical issues registering on Arbor, please email our dedicated Arbor helpdesk: arbor@laurencejackson.org More information about Arbor can be found via this [Arbor link](#)

Class Charts: home/school communication, home learning and behaviour

Class Charts is the online system for communication, home learning and behaviour. Students and parents/carers have their own Class Charts account which can be accessed either on a browser, or via the Class Charts app. Class Charts allows parents/carers and students to see rewards or any areas of concern that teachers are recording. It is also how we communicate home learning and send school announcements, so it is a very important platform for you to sign up to. Details about how to log onto Class Charts will be given to you when your child starts in September. Where communication is personalised, such as for progress checks, parents/carers will receive an email. More information about Class Charts can be found via this [Class Charts link](#)

School Uniform

Where to buy uniform

Uniform is available from Trutex online or Bambini's store in Guisborough.

Trutex offers an online service and their brochure can be viewed via the Uniform section of our website. You can order online at www.trutex.com registering on School Specific Uniform using our LEA code: **LEA00925SC**. Alternatively, you can order by phone: 01200 421206. You can access sizing information on the website by following [this link](#)

Bambini's is a shop based at 19 Chaloner Street, Guisborough (phone number 01287 639421).

You can buy ties from LJS, which a lot of parents/carers do if they need replacement ties. Ties are purchased on Arbor first, then once school has confirmation of this, the student collects the tie from the main office.

School Uniform Expectations



Students must wear:

- A Laurence Jackson School blazer.
- A year group specific tie. This tie stripe colour will remain with your child throughout their time at school. School ties are available from Trutex and Bambini, as well as from the main school office. Year 7 starting LJ in September 2025 will wear dark green ties with a black 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 and must not be jeans, jeggings or leggings.
- 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.
- Black, white or grey socks.

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 under their blazer. 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.



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.	Jubilee tartan pleated skirt as detailed above. 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 above from Trutex, Bambini's or directly from school via Arbor. New Y7 (September 2025) will have a BLACK stripe.		Black, grey or white socks (worn with trousers only) Plain black tights (60 denier or above) can be purchased from any retailer.	

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.
- Any footwear with stripes or logos.

Acceptable types of footwear:



Students 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.
- Black sports socks or white sports socks.

Outdoor Kit Additions

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

- Plain black tracksuit bottoms.
- Black, green and white reversible top OR a black, green and white hoody with school logo.
- Black sports 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 is 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, please inform school by 8:30am on every day of an absence via telephone, 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 are 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 from the main office.

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

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



Term dates 25-26

2025 Autumn Term

Monday 1 st September	PD Day
Tuesday 2 nd September	School re-opens to all students
Friday 24 th October	PD Day
27 th October – 31 st October	Half Term Holiday
Monday 3 rd November	School re-opens to all students
Monday 1 st December	PD Day
22 nd December to 5 th January 2026	Christmas Holiday

2026 Spring Term

Monday 5 th January	School re-opens to all students
23 rd February – 27 th February	Half Term Holiday
Monday 2 nd March	School re-opens to all students
3 rd April – 17 th April	Easter Holiday

2026 Summer Term

Monday 20 th April	School re-opens to students
Monday 4 th May	Bank Holiday
25 th May – 29 th May	Half Term Holiday
Monday 1 st June	School re-opens to all students
Monday 20 th July	PD Day
Tuesday 21 st July	PD Day
Wednesday 22 nd July	Summer holidays Commence



Frequently Asked Questions

What do I do if my child is ill?	Report to school as soon as possible but by 8.30am via one of the following methods: Phone: 01287 636361 option 3 Email: attendanceteam@laurencejackson.org
What do I do if my child has an appointment during the school day?	Where it is unavoidable, you should send a note/appointment card to explain why your child needs to leave school, either on paper directly to school or electronically to: attendanceteam@laurencejackson.org All students must be collected by an adult named on our system for your child and sign out at the main office.
Can my child take time off school for a 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 Request Form from the main office to be completed by parent/carer and handed back to school.
What do I do if my child needs to take medication during the school day?	Controlled medicines need to be brought to school by the parent/carer and handed to a specific member of staff. A consent form must also be completed by the parent/carer at the time - we cannot administer medication on your behalf without this fully completed form. Medication must be in the original packaging and prescribed for the individual student (no loose blister packs), and we expect prescribed medicines taken 3 times/day or less are taken at home and not school as much as possible.
How do I pay for my child's school lunches, trips and other payment items?	All payments go through our online payment system, Arbor. Parents/carers are expected to keep their child's lunch payments topped up so that they have credit prior to purchasing lunch. Those eligible for free school meals are given an allocation on their account automatically. Students have their biometric fingerprint taken when they first start at LJ, which is linked to their Arbor account, and students use this fingerprint to pay for their school meals at lunchtime. Parents/carers can limit their child's spending by contacting our Finance Team and asking for a spending cap to be put on the account via emailing finance@laurencejackson.org
Will my child be provided with a locker?	Lockers can be purchased on Arbor. Students register their interest with their Tutor and the locker is allocated and added as a payment item on Arbor. Payment for lockers is non-refundable.
Do you serve snacks at break?	We do not have a break service; however, we serve free breakfast items daily before school, which is available for all students.
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 only take place if they have been pre-arranged. Our staff are not always available as they are with students, therefore please allow up to 2 working days for a response to your query. Our switchboard and email are only operated during office hours and term time.

How does the school communicate with home?	We use Class Charts. You will receive your Class Charts parent code in September to register. Students have their own Class Charts account and are also given their code in September. It is vital that you register for this system otherwise you will not receive any information from school. We use our Facebook page to celebrate the achievements of students and for reminders/notices. Where there is personal information that needs to be communicated to you, or for anything related to payments, you will receive an email.
When do we receive school reports and when are parents' evenings?	We issue 3 Progress Check reports per academic year. Year 7 have a settling-in report and a Tutor evening in the autumn term, and a subject specific Academic Review Evening in the spring. All evenings are face-to-face.
What does your curriculum look like?	All information about our curriculum can be found on our website .
How do I know when my child has homework?	Class Charts is used to set home learning and we use a range of online platforms across different subjects. Your child is given support and guidance when they first start to help them log on and navigate the platforms.
When will we know my child's Tutor?	Your child will be allocated their Tutor and tutor group on the first day of transition week.
When will my child get their timetable?	Individual timetables will be given to your child in September, however once you've registered for Arbor, you will be able to view their timetable on here.
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 . Students can also ask staff and are notified via Be Ready in form time every Monday morning.
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 or used during school time or in the school building – these devices must be switched off/not worn until students are out of the school grounds. If students are found using these items by any member of staff, they will be confiscated until the end of the day and behaviour points issued on Class Charts.
How do I check if I'm entitled to free school meals?	You can apply for free school meals online via https://valt.org.uk/fsm/

