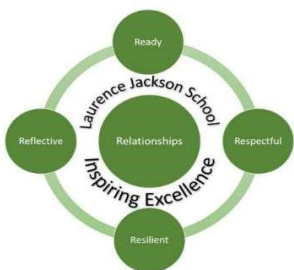




2022



13th May 2022

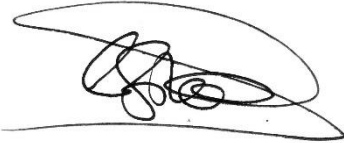
Dear Parent/Carer

We hope that SATS week has gone well for your child and that they are looking forward to joining Laurence Jackson School in September. We have created this pack to provide you with practical information so that you can prepare for your child starting secondary school and to give you an overview of the transition process this year.

We are delighted for the first time in three years to be able to offer a transition week at the end of the summer term. Transition week will be **Monday 4th July – Friday 8th July 2022**. During this week all Year 6 students with a place at Laurence Jackson School will attend full time with us. This week will give your child the opportunity to familiarise themselves with our school building and our routines and expectations so that they know what to expect in September and to begin to make friends with children that are joining us from our other feeder primary schools.

We hope that you will find this pack informative; please do visit our new website for further detailed information about our school www.laurencejackson.org or if you have any specific queries about transition, please do not hesitate to email transition@laurencejackson.org.

Kind regards

A handwritten signature in black ink, appearing to be 'C. Giles', written over a horizontal line.

Miss C Giles (Enhanced Transition Lead)

Transition Week: 4th – 8th July 2022

Transition week will allow students to experience a range of subjects at Laurence Jackson School. When students arrive on the first day of the transition week, they will be given a timetable for the week. Each form group will be assigned some of our current students who will support Year 6s, escorting them to lessons and being a friendly face for any questions.

Below is a brief outline of the transition week programme:

Monday 4th July

Students are to arrive via the main assembly hall at 8.30am. Staff will be present to direct students into the hall. Students will be introduced to key staff and then with their Form Tutor, go to their form room with their tutor group. During their first morning students will:

- Tour the school
- Have a biometric profile set up so that in September parents/carers can pay for lunches via our biometric/online system

Students will have lunch at 12.05pm.

In the afternoon, students will take part in lessons.

The end of the day is at 2.30pm – students will leave via the Student Exit (left of the main entrance).

Tuesday 5th July

Students arrive at 8.30am via the Student Entrance (left of the main entrance) and go to form. They will be directed to the Year 7 outside areas where they will spend their social times.

During the morning and afternoon, students will follow their transition week timetable and experience a range of lessons.

Students will have lunch at 12.05pm.

The end of the day is at 2.30pm – students will leave via the Student Exit.

Wednesday 6th July

Students arrive at 8.30am via the Student Entrance and go to form.

During the morning, students will follow their transition week timetable and experience a range of lessons.

Students will have lunch at 12.05pm.

During the afternoon, students participate in team building / problem solving activities. Students will be set different challenges which will require teamwork and communication to be successful.

The end of the day is at 2.30pm – students will leave via the Student Exit.

Thursday 7th July

Students arrive at 8.30am via the Student Entrance and go to form.

During the morning and afternoon, students follow their transition week timetable and experience a range of lessons.

Students will have lunch at 12.05pm.

The end of the day is at 2.30pm – students will leave via the Student Exit.

Friday 8th July

Students arrive at 8.30am via the Student Entrance and go to form.

During the morning, students will follow their transition week timetable and experience a range of lessons.

Students will have lunch at 12.05pm.

During the afternoon, students attend an assembly to celebrate the fantastic week we hope they will have had.

The end of the day is at 2.30pm – students will leave via the Student Exit.

What to bring and what to wear

Each day your child should come to school with a school bag and a pencil case (pen, pencil, ruler), a bottle of water, and a packed lunch if they are not having a school meal (please see below). They should be dressed in their primary school uniform. On one of the days children will be doing PE and, on this day, they should wear their primary school PE kit. They will be told on which day they have PE on the Monday (No group will have PE on the first day).

Access to school

If your child is walking to school or using public transport, they should use the footpaths leading up to school at the start and the end of the day. If you are dropping off or picking up your child by car, please do not drive through the main school gates or block access to the school car park and follow the signage regarding drop-off points.

Lunch

We are offering Year 6 students the chance to enjoy school lunches free of charge during transition week. At lunchtime students can choose between the following 'meal deals' (usually £2.30):

- Main course and dessert
- Main course and carton drink or bottle of water
- Pasta King and dessert
- Pasta King and carton drink or bottle of water
- Grab bag (sandwich, dessert and carton drink or bottle of water)
- Wrap and dessert
- Wrap and carton drink or bottle of water

Additional items are usually on offer at an extra cost, however during transition week there will be no additional items available.

Below is the menu that will be served during the transition week:

Monday	Tuesday	Wednesday	Thursday	Friday
Main Counter	Main Counter	Main Counter	Main Counter	Main Counter
Cottage Pie or Vegetable Nachos (V) * * * Mashed Potatoes Carrots & Broccoli * * * Iced Sponge & Custard	Roast Turkey & Stuffing or Tomato & Basil Pasta (V) * * * Roast Potatoes Peas & Carrots * * * Chocolate Sponge & Chocolate Sauce	Fish or Chefs Vegetarian Special (V) * * * Chips Mushy Peas * * * Dessert Special	Chicken Curry & Naan Bread or Vegetable Stir fry (V) * * * Rice Peas & Sweetcorn * * * Fruit Crumble & Custard	Sausage & Yorkshire Pudding or Macaroni Cheese (V) * * * Mash Potatoes Carrots & Green Beans * * * Mixed Desserts
Paninis Plain/filled Jacket Potatoes	Flatbreads Plain/filled Jacket Potatoes	Plain/filled Jacket Potatoes	Flatbreads Plain/filled Jacket Potatoes	Paninis Plain/filled Jacket Potatoes
Grab Bags Assorted cold desserts Pasta King (M) & (V) * * * SALADS	Grab Bags Assorted cold desserts Pasta King (M) & (V) * * * SALADS	Grab Bags Assorted cold desserts Pasta King (M) & (V) * * * SALADS	Grab Bags Assorted cold desserts Pasta King (M) & (V) * * * SALADS	Grab Bags Assorted cold desserts Pasta King (M) & (V) * * * SALADS

Lunch is usually 30 minutes; however, we are giving Year 6 students extra time to familiarise themselves with the arrangements and experience a typical lunchtime at our school. General information about lunch arrangements, including example menus can be found via [this page on our website](#).

CATS Testing

During transition week, students will complete 3 CATS tests (Cognitive Abilities Test) and a reading test. The CAT is an assessment of a range of reasoning skills. The tests look at different types of reasoning: words, numbers and shapes or figures. The verbal reasoning element assesses reasoning processes using words. These tests are completed in ICT rooms and is not something students need to worry about or prepare for in advance. The information we receive from these tests, alongside the reading test and their Year 6 SATS results will help us to get to know the academic abilities of our new students so that we can meet their educational needs when they join us in September.

Forms groups, teaching groups and settling in

Form time is 20 minutes at the start of the school day, where various form time activities, equipment and uniform checks take place and students can get ready for the day ahead. Form Tutors will be the first member of staff that students see on a daily basis and will help and support them every step of the way.

With an intake of 250 students from 19 different feeder primaries, joining a new form is the beginning of the process that mixes students from these different feeder schools as they become a year group at our school. Every year students join us who do not know anyone else but they very quickly settle in and make new friends.

Students will meet their Form Tutor on the first day of transition and will have transition week to settle in and get to know new people. During transition week students will be taught in their form groups but from September they will be placed in teaching classes with students who are of broadly similar ability. This means that the children that students are in form groups with are not necessarily the same children who will be in their teaching groups.

The transition to secondary school for all students is supported by an extensive pastoral support team and whilst student and parent anxieties about transition are often expressed as concern about form class placements, experience shows us that despite these normal anxieties, the vast majority of students settle well into school and make new friends quickly.

School Transport

School transport information will shortly be available on the school website but specific details will be issued to transport users only.

Other useful information

The following pages provide you with an overview of other useful information. Please also navigate around our new school website: www.laurencejackson.org.

School Day Timings in September – Year 7

8.00	School gates open
8.30	School building opens Form Time
8.50	Period 1
9.50	Period 2
10.50	Break
11.05	Period 3
12.05	Period 4
13.05	Lunch
13.40	Period 5
14.40	End of day; enrichment activities begin

Class Charts –communication home, 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 these can be accessed either on a web browser or the app. The platform 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 how we share letters and other announcement with parents/carers. You will be given details on how to access your Class Charts account when your child first starts school in September. More information about Class Charts can be found via [this page of our website](#).

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 parent portal for you to top up your child’s lunch money and pay for other items such as trips and equipment. You can access School Gateway either on a web browser or the app. Parents/carers can also see what their child has purchased for lunch, check their child’s lunch balance and access copies of parents’ evening invitations and progress checks already sent out via email. You will be given details on how to access your School Gateway account when your child first starts school in September. More information about School Gateway can be found via [this page of our website](#).

School Uniform

All uniform is available from Trutex or can be purchased from Bambinis in Guisborough.

- [Trutex](#) offers an online service and the electronic brochure is accessible via [this page 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 at a cost of £6.50. Year 7 starting school in September 2022 will wear dark green ties with a gold 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 Key Stage 3 (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 illustrations below 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 or directly from school via Gateway.	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.
- Boots.
- Any footwear with stripes or logos

Acceptable types of footwear:



Students also need a **school bag** for their 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 school 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.

Financial Support with uniform for students in receipt of Free School Meals

If you are in receipt of Free School Meals for your child(ren) and are concerned about the cost of uniform for your child for September 2022 please contact school to discuss this via finance@laurencejackson.org

Attendance Expectations at LJS

The law states that parents/carers are responsible for ensuring their child of compulsory school age receives a suitable full-time education. Laurence Jackson School deems good attendance to be 96% and above. Any student, excluding those with genuine medical concerns or those whose absence is completely due to an unavoidable, exceptional circumstance, whose attendance is below 96% will be reviewed weekly and actions implemented. At present, absences where a child is following public health/clinical guidance to isolate do not impact overall attendance figures. The table to the right outlines the impact absences can have on learning time and academic potential.

What does this actually mean in a full academic year?	100%	Outstanding
3 days missed 15 learning hours	98%	Impressive
7 days missed 35 learning hours	96%	Good
9 days missed 45 learning hours	95%	Nearly there
19 days missed 95 learning hours 1 month of absence	90%	Persistently absent
28 days missed 140 learning hours	85%	Substantial impact
38 days missed 190 learning hours 2 months of absence	80%	Extreme impact

Parents/carers can ensure that attendance of your child is above 96% by:

- Make sure your child attends school every day on time.
- Take family holidays in designated school holiday time.
- Inform school promptly of any matters which might affect your child's attendance.
- Attend necessary meetings in school to discuss attendance.

When should my child be absent from school?

Only if they are unfit to learn or have a day of religious observance. Parents should follow the most up-to-date guidance regarding the transmission of coronavirus deciding on an absence.

You can view our Attendance Policy, which is available via [this page of our website](#)

Reporting an absence

If your child is unfit to learn, it is the responsibility of the parent/carer to inform school by 8:30am every day of an absence. You must call 01287 636361 (option 3) and report:

- Student's full name
- Student's form group (e.g., 10A)
- Reason for absence

A decision will be made to either authorise or not authorise the absence.

What are unauthorised absences?

Those which Laurence Jackson School do not consider essential or reasonable. These include but are not limited to: oversleeping, absences with no explanation, arriving at school after the close of the register (30 minutes after the start of the day), family outings/birthdays/holidays, problems with uniform/clothing and minor ailments, e.g., sore throat/feeling but not being sick.

Punctuality

Parents/carers have a responsibility to ensure their child arrives at school on time. The school day begins promptly at 8:30am.

Leaves of Absence

Absence during term time significantly disrupts a student's learning. Mrs Jukes will not grant any leave of absence to students during term time unless there are exceptional circumstances. Examples of holidays that are not considered to be exceptional are: holidays taken in term time due to parental work commitments or cost; holidays for the purpose of visiting a sick relative, except where the person is critically ill (medical evidence may be required); pilgrimages by parents.

Parents/carers should always consider the following if they are planning a holiday during term time: During one week of absence, your child will miss a minimum of 25 hours of their education; If your child has one week of absence and one week of illness in an academic year, they will fall significantly below the school

target of 96% attendance and subsequent procedures will be followed, as outlined in our main Attendance Policy; Your child may never catch up on the work they have missed. It is not the responsibility of the school to provide work for your child that they have missed due to a holiday. If, after carefully considering the above, a parent/carer still decides to remove their child from education, parents should complete a Leave of Absence form at least four weeks prior to the first date of expected absence.

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 to tell us why your child is absent. Please refer to details in the Attendance section of this booklet.
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, parents/carers must send a note/appointment card to explain why they need 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 would expect that prescribed medicines to be taken 3 times per 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 Y7s have ties with a gold stripe and the school crest; they will continue with this tie colour until the end of Y11.
How do I pay for my child's school lunches, trips and other payment items?	Lunches are paid for online via School Gateway at £2.30 per meal. We are a cashless school and therefore payments for all items are carried out online via School Gateway. Please see School Gateway section of this booklet for details.
Will my child be provided with a locker?	Lockers can be purchased for £5 on School 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?	We only serve food and drink at lunchtimes.
If my child does not meet behaviour expectations what happens?	Please refer to the school Behaviour Policy available on this page of our website . We use Class Charts for behaviour monitoring, 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. Meeting with staff can only be facilitated 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 48 hours for a response to your query. We appreciate your support regarding this.
How does the school communicate with home?	We use Class Charts to communicate with parents/carers; this includes our weekly Parental Bulletin, letters and quick announcements. 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. 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.
How do you communicate with students outside the classroom?	We mainly use email to communicate with students although occasionally we also use Class Charts. Students' email addresses are set up when they start in September.
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. There is 1 parents' evening per year and these currently take place virtually via an online system called SchoolCloud. Details of this is issued closer to the time of the event.
How do I find out more about your curriculum?	All information about our school curriculum can be found on this page of our website . Please note that at the time of writing this publication, this section of our website is under development. If you have any specific subject based questions, please contact us.
How do I know when my child has homework?	Class Charts is used to set home learning, which both students and parents have access to.
Who are your key staff?	This information can be found on this page of our website .
When will we know my child's Form 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?	These will be given out in September.
What are your term dates?	These dates can be found on this page of our website
What after school activities do you offer?	We offer an extensive extracurricular programme. We usually issue updates to our programme via the weekly Parental Bulletin and publish it on our website. On the rare occasion that we need to cancel an activity, we inform parents/carers via Class Charts. For those students who cannot get home until the scheduled end time of the activity, there will be a supervised space available for them to wait sensibly.
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 online via the VALT Online Free School Meals website .
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, particularly PE uniform, so that items do not get lost. Lost property is in the main office and we display it to students at the end of every half term - any uncollected items are either donated to the PE department or to charity.
How do I register for your online systems?	You will be given details of how to register for Class Charts and School Gateway in September. Information about how to log onto the online parents' evening system will be communicated via an emailed invitation closer to the time of the event.