



18 July 2022

Dear Parent / Carer

I am writing to introduce myself and to give you some information about the recent work we have been doing to develop our behaviour systems and pastoral support in school and to remind you about our expectations before September. I joined Laurence Jackson School at Easter in the role of Director of Behaviour and Attitudes. My role is to lead the team of staff who support behaviour standards and pastoral care across the school. I have held this role at a senior level in other local schools and have really enjoyed getting to know staff and students at LJS this term. I will be working with Miss Sarginson to ensure that our behaviour standards continue to improve and will be working very closely with Mrs Jukes and Mrs Sunley at a senior level.

I am pleased to report that I have identified considerable progress that has been made this year: student conduct around the school has improved; behaviour in lessons contributes to an environment conducive to learning and progress and specialist training has been delivered to staff that will enable a consistent and skilful approach in building positive relationships centred around our core values.

I am confident that our processes and systems provide clear behaviour and rewards systems rooted in our values of Readiness, Respect, Responsibility, Resilience and Relationships, ensure all of our students are supported with their learning and wellbeing. Forming part of this work is the valued feedback received from staff, students and parents this half term and I would like to thank you for your time in submitting this. Along with my observations, these comments have contributed to the areas where we still have improvements to make.

We have made some additional pastoral appointments this year to increase our support for students at LJS; Mrs Anderson will be joining us as Pastoral Leader for Years 7, 8 and 9 and Mrs Innes will move into the Pastoral Leader position for Years 10 and 11. These members of staff will work closely with the Year Manager team, Miss Sarginson and me.

The Year Managers who are working with each year group are set out below

Year Group in September 2022	Name	Email
Year 7	Miss L Farrell	FarrellL@laurencejackson.org
Year 8	Miss L Booth	BoothL@laurencejackson.org
Year 9	Miss R Bunn	BunnR@laurencejackson.org
Year 10	Miss K Watson	WatsonK@laurencejackson.org
Year 11	Miss J Clements	ClementsJ@laurencejackson.org

## Attendance and Punctuality

Laurence Jackson School believes that in order to facilitate excellent teaching and learning and to ensure students maximise their educational opportunities, **attendance of at least 96% is essential**. Regular and punctual attendance is also a legal requirement and is therefore non-negotiable. Students who attend school at least 96% of the time are enabled to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

The vast majority of our students arrive at school on time and we appreciate this. However, we have recently recorded an increasing number of students arriving at school after 8.30am. Any late students will have their names taken along with a reason as to why they were late.

We understand that there may be rare occasions when students are unavoidably late due to unforeseen circumstances, therefore we ask parents to notify the school of this either in writing or by telephone at the earliest possible convenience and ideally before your child's entry to school. Late arrivals without a valid reason will result in a detention.

When absence is unavoidable and only when a student is unfit to learn, all parents/carers have a duty to report this to school every day of the absence. You must call Mrs C Bleasby by 8:30am on every day of an absence and clearly state:

- 1) Name and form of the absent student
- 2) A valid reason for their absence

Please ensure that absences only occur when unavoidable and always consider whether or not your child is unfit to learn. If they are likely to fall below the attendance target of 96%, please consider whether your child can attempt to attend school for part of a day instead of a full day of absence.

Finally, if you are experiencing difficulties with punctuality or attendance and would like to talk to us about it, please make an appointment to speak to your child's Form Tutor, any of the Pastoral Team or Miss C Evans, Associate Assistant Headteacher.

### **Uniform and Equipment**

I would like to remind you that all students returning to school in September will be expected in full uniform. Key things to remember:

No jewellery except a watch and one pair of plain studs. Smart watches are not permitted.	No facial piercings.	No trainers <b>or</b> trainer-style shoes.
No extreme hair colours or styles.	Only discreet make up, as determined by school, can be worn.	No painted nails <b>or</b> false gel/acrylic nails.
Knee length school skirts or black trousers must be worn – leggings are not permitted.	Essential Equipment consists of; 2 black pens, 1 green pen, 1 ruler, 1 pencil, 1 eraser and Scientific calculator.	Mobile Phones are not permitted to be used during the school day and will be confiscated if seen.

Students failing to comply with any of the above uniform standards could be asked to go home and change, given uniform items to change into, have jewellery confiscated or asked to remove piercings, heavy makeup, nail varnish and false nails. If non-compliance persists, students will be removed to the Evolve Base or Internal Exclusion until they are in the correct uniform.

Full details of our uniform can be found: <https://laurencejackson.org/school-uniform/>

If you require any further information, please do not hesitate to contact your child's Year Manager in the first instance.

**Access to our home school transport service from Normanby/ Eston**

May we also remind you that if your child uses the school bus that all applications need to be made online before 31 July 2022. Any child without a pass will not be allowed to travel.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Stewart', with a stylized flourish at the end.

John Stewart  
Director of Behaviour & Attitudes