



8<sup>th</sup> September 2023

Dear parent/carers

Welcome back to the start of another school year, I hope that you had a relaxing and enjoyable summer holiday. It was lovely welcoming our new Year 7 students, and welcoming back our returning Year 8-11 students this week. I have been impressed with a positive start to the new term, including the high standards of uniform being met.

Year 8-11 parents received an expectation letter over the summer holidays regarding our expectations on uniform and equipment – this information can be found via this link: [LJS-Uniform-and-Presentation-Expectations-Sept-2023.pdf \(laurencejackson.org\)](#)

Communication to school is via email or telephone. Our main switchboard is 01287 636361 and our email address is [reception@laurencejackson.org](mailto:reception@laurencejackson.org). Please note that our staff are working with students throughout the day and as such may not be able to take your call or email back straight away; please allow up to 2 working days for a response. Visits to school to see staff are on an appointment only basis. Any subject related queries are to be directed to the Subject Leader and any pastoral related issues should be directed to the Pastoral Leader for your child's year group: Mrs Anderson for Years (7) 8 and 9 and Miss Innes for Years 10 and 11. If your child is unfit to learn because they are unwell, please remember that you must inform school by 8:30am on every day of an absence by calling 01287 636361 and reporting your child's full name, form group and reason for absence. The option to leave a message will be available if the phone line is unavailable.

All behaviour, home learning and communication home is via class charts, therefore it is important that you sign up to this system using your parent code if you haven't already. Students also have accounts with their own student code. If you do not have class charts or have any difficulties accessing class charts, please contact school so that we can help to resolve this.

Thank you for your patience as we navigate through some technical issues related to School Gateway (payments). At the time of writing, we are still experiencing issues, however our teams are working hard to overcome these and we hope that very soon you will be able to log on and pay for lunches and other items. Any monies added to Gateway since your child has returned *will* be put onto their account and has not been lost. If you have not been able to get onto Gateway at all to put money on your child's account, please do not worry, we are providing students will meals, and once you are able to log in, your account will simply show as being in arrears and you will need to add credit at that point. **Please note that our lunches are increasing in price, from £2.30 to £2.50, from 1<sup>st</sup> October 2023.** More information about Gateway can be found on our website: [School Gateway FAQ - Laurence Jackson](#) We ask that students' accounts are in credit all the time please. If you think you might be eligible for free school meals, please go onto this link: [Free School Meals \(valt.org.uk\)](#) where you can apply.



We are excited that the construction of a new dining space has begun. This work will not impact on the day to day running of the school but means that some of the access has altered slightly. A reminder that parents/carers should not drop students off or pick them up on school site unless they have a permit issued by school - site staff will be on the gates to manage this. Students should walk or get public transport where possible, but if they are being picked up/dropped off, this zone remains situated before the main gate, near the small roundabout. If you are accessing the site during the day, please do not park anywhere other than a parking bay (including not parking in the bus lane). All of this allows our site to remain safe for students, staff and visitors. Thank you for your support with this.

Finally, a reminder that mobile phones and devices are not allowed in school. Students will have their mobile/device confiscated if they are using them in school, during school hours. Please discuss this with your children and contact the school office if you need to pass on any important messages during the day.

Thank you for your continuing support of Laurence Jackson School, and I look forward to a fantastic 2023-2024.

Yours sincerely

Mrs C Jukes  
Headteacher