



# KING JAMES'S SCHOOL

KNARESBOROUGH

Dear Parent/Carer

This newsletter is about the challenges we face, as parents and a school, guiding our children through the difficult teenage years in a society that is ever more complex for them to grow up in.

**I would ask you to take ten minutes to read this newsletter because it sets out the way we work, some changes we have recently made in our team at school and what I respectfully request of you as parents.**

We have a strong reputation for pastoral care and a good track record for behaviour. A large school like King James's has to have clear, defined structures, rules and routines that allow it to support every student in school.

In assemblies, in May 2016 with every year group in school Mrs Morgan, Deputy Headteacher, has re-iterated the reasons why we have "rules" with the students. In essence; it is to safeguard them, give them boundaries for life and to promote a school community in which everyone can learn and be treated with respect.

We have vast experience in guiding young people through their teenage years and on to good jobs and further education. Over the years we see so much outstanding parenting but we see some poor parenting too. Young people spend 12% of their time with us and 88% of their time with you. The expectations that parents have, the example they set and the boundaries they draw have massive influence. There has to be some joined up thinking between home and school and, in all honesty, we need parents helping us to support our values and our boundaries.

## Our Team

Each Year Group has a **Learning Manager**

| YEAR 7   |   | YEAR 8    |   |
|----------|---|-----------|---|
| Mr Keogh |  | Mr Keeble |  |
| YEAR 9   | YEAR 10   | YEAR 11   |   |
| Mrs Rees | Mr Wilson   | Mr Hall   |  |

Learning Managers are experienced teachers, this is the person in school who has oversight of your child’s learning and academic matters. They will check that your child is making good progress in their studies and works very closely with curriculum leaders across the school to ensure a broad and balanced curriculum.

They are supported by a **Pastoral Officer** in each year group.

|               |   |                |   |
|---------------|---|----------------|---|
| <b>YEAR 7</b> |   | <b>YEAR 8</b>  |   |
| Miss Ramplin  |  | Mr Bentley     |  |
| <b>YEAR 9</b> | <b>YEAR 10</b>  | <b>YEAR 11</b> |   |
| Mr Myers      | Mrs Mee   | Mrs Roberts    |  |

This person ensures that rules are adhered to, uniform is worn correctly and that students are able to get on with their learning. *(Please note we no longer have “Heads of Year”, rather a team of a Learning Manager and Pastoral Officer.)*

Finally each year group has a team of **tutors**. This is you and your child’s first point of contact within school. For ease we are changing tutor group labels next year to include your child’s year group, their house and the initials of their tutor (e.g. 7A EST (Year 7, Airedale, Miss Stickland). Your son or daughter may also meet some of our **intervention tutors** at some point in their King James’s career. These are staff with a role to support, challenge and stretch in specific pastoral areas (you will be informed of this if your child is selected).

Our Pastoral Officers although working very closely with their Learning Manager, are managed by Mr McHugh-Hicks, **Pastoral Manager**.

|   |
|---|
| <b>PASTORAL MANAGER</b>   |
| Mr McHugh  |

He ensures that there is consistency throughout school and has oversight of our behaviour and sanctions policy.

Finally, our wider team; we are extremely fortunate to have a qualified **nurse** in school at all times. They have many jobs in school including supporting children who may become ill in the day time, supporting PSHE delivery and children needing mental health support. We also have a **Family Support Officer**: Mrs Kinsey-Stephens, the **Learning Support** Team (led by Miss Jones) a **Pupil Premium** Learning Manager (Miss Baker) and an independent **Careers** team.

|                               |   |              |   |
|-------------------------------|---|--------------|---|
| <b>NURSE</b>                  |   | <b>NURSE</b> |   |
| Mrs Stark                     |  | Mrs Zenner   |  |
| <b>FAMILY SUPPORT OFFICER</b> | <b>SENCO</b>  |              | <b>PUPIL PREMIUM LEARNING MANAGER</b>   |
| Mrs Kinsey-Stephens           |  | Miss Jones   |    |
|                               |   | Miss Baker   |  |

Helen Handley; (**Assistant Headteacher Student Services**) and Dawn Morgan (**Deputy Headteacher Student Services**) complete the team.

|  |  |
|--|--|
| <b>ASSISTANT HEADTEACHER STUDENT SERVICES</b>                                      | <b>DEPUTY HEADTEACHER STUDENT SERVICES</b>   |
| Mrs Handley  | Mrs Morgan   |
|  |  |

Together we will do our utmost to ensure your son/daughter has the best possible pastoral experience at King James's. We rely on and expect the support of parents and an acceptance of our routines, expectations and rules in order to ensure a happy, safe school. These are set out clearly at the end of this document. Please take the time to read them and ensure that you do your utmost to support us in administering them. They form part of our home school agreement and we would ask that as a parent of a child at King James's you sign and consent to this.

## ATTENDANCE, PUNCTUALITY AND TRAVEL TO AND FROM SCHOOL

We'd ask you:

- To take seriously your legal obligation to ensure your child attends school. We expect students to be here at all times and have an attendance rate of 95%. Students who fall below this can expect to be chased and questioned. Unless genuinely very poorly students should be in school
- To telephone our absence line if your child is ill before 8.30am on that day.
- To avoid arranging family holidays during term time.
- To ensure your child arrives on time every day. Students should be on site at 8.35.
- To ensure that your child travels to and from school respecting their environment and people around them. They should not loiter in town, be disrespectful on buses or leave litter etc. as they travel. Our students are in the main delightful, so please ensure that your child does not let our school community down

*NB: We are increasingly dealing with incidents that have happened at the weekend when students are not in our care - I need to be clear on this; these are matters for parents or our Police and Social Care colleagues to deal with.*

## UNIFORM AND EQUIPMENT

We ask you:

- To ensure that your child is in correct school uniform. Girls should not roll their skirts up. We need you to support us in this and explain to your daughter what skirt length is appropriate and why. Boys should have top buttons done up and their shirts must be tucked in. Our uniform makes us clearly identifiable in the community. We are proud of it and expect it to be worn appropriately.
- Mark equipment clearly with your child's name so that it can be returned to them if lost.
- Train your child to look after their equipment and keep things safe. Look at their planner with them and make sure that they are prepared for the day by ensuring they take responsibility for packing their books and equipment the night before.
- Not let your child bring expensive things to school. Although we are a very safe school expensive items are always going to be targeted.

## SUPPORT

We ask you:

- To check your child's planner, and sign it, preferably at the beginning of each week.
- Talk to your child about their learning - a secondary school student's life is busy. Despite their protestations they will want you to take an interest!
- Ensure you have strong rules about screen time, phones in bedrooms /dinner table and social networking. **This is the issue we deal with MOST in school. And most of the problems we pick up in school happen when students are away from school.**

## COMMUNICATION

We ask you:

- To sign up to **parentmail and update us if your contact details change**
- Be available in case there is an emergency. You need to be contactable at all times
- To attend parent/teacher evenings and respond to phone calls and letters from us in good time

## RELATIONSHIPS

We ask you:

- To encourage your child to regard members of staff and other students in school in a positive manner; you are part of the authority group. It's easier to maintain a united front. We will support you if you support us.
- Communicate with us if there are things that will affect your child's learning/pastoral care
- Inform us if you feel that any student is not getting the care outside of school that they need. Our **Safeguarding Team** will always listen to you concerns and advise you appropriately

Our commitment to your children remains the same; to keep them safe, to help them to enjoy school, to have exciting enrichment opportunities and to achieve the best they can.



Carl Sugden  
**Headteacher**