



KING JAMES'S SCHOOL
KNARESBOROUGH

NEW PARENTS

A guide to
the school

2020 / 2021



FOREWORD

This short booklet has been put together to serve, we hope, as a user-friendly guide to some of the common issues which face parents when their child starts secondary education.

The booklet is the work of a small group of students and parents, assisted by members of the school staff and aims to complement the official school prospectus by putting together some practical points which will aid the process of settling in.

Starting a new school can be an anxious time for child and parent alike and if this booklet eases that anxiety, the effort of the group will have been rewarded.

MR SUGDEN
Headteacher

INTRODUCTION

Firstly, as new parents to King James's, we would like to welcome you and your child to the school. We very much hope that this will be a happy and successful time for your child - and for you.

We have produced this booklet to try and give you some information about the workings of the school, how these will affect and help your child and how you can become involved and support your child while he or she is here. Your role as parents remains vital throughout the secondary years of education and your interest and concern will always be appreciated by the staff of this school. The importance of parents and staff keeping in touch with each other is self-evident.

The following notes will give you information on:

- The formal lines of communication within the school that you will have access to (parents evenings, learning cycle reports, My Child at School (MCAS) access, letters home etc.,)
- Explaining how to make contact with individual staff members.
- Who to contact over various issues: it may not necessarily be a subject teacher or form tutor that you need to speak to.

The jump from primary to secondary school can be huge. King James's will undoubtedly be larger, with many more teachers and will clearly be different. Your son or daughter will probably adapt to these changes remarkably quickly (albeit every child will adapt in their own time), but we actually think it takes longer for parents! As such, we do hope this guide will be instrumental in gaining an understanding of the school.



WHO TO CONTACT AND WHEN



When contacting school, it is always helpful (and of course speeds up the process), if in addition to your child's name, you have the name of your child's **form tutor** and **tutor group** to hand.

You will find the name of your child's **Form Tutor** and their **Learning Manager** inside the front of their school planner; there is room for you to record these details on the last page of this booklet.

Absence

If your child is ill and unable to attend school, please ring the school's **Student Absence Line** (not the main reception number) on **01423 798728** before 10am on the first day of your child's absence. If the line is busy, you will be able to leave a message on the answerphone which will be picked up and passed on to the relevant staff. After all absences, parents are requested to send a brief signed letter of explanation to the student's form tutor. Please then encourage your child to catch up on any missed work.

Other calls

The school telephone number for all calls, other than reporting absence, is:

01423 866061

As you can imagine, Reception is inundated between 8.30am and 9.30am, so unless your call is urgent, we recommend that you try later. During this time, most teachers are involved with registering classes and taking/attending morning assemblies.

Whilst teachers are always happy to speak to parents, teaching commitments mean they are not always available. Reception staff can advise you of the best time to try to contact a specific member of staff or if you leave a message with Reception, your message will be passed on and your call will be returned as soon as possible.

**ALL COMMENTS, SUGGESTIONS OR COMPLAINTS WILL BE LISTENED TO.
IF SOMETHING AFFECTS YOUR CHILD, IT IS NOT TRIVIAL.
DO NOT FEEL YOU ARE ALONE WITH A PROBLEM.**

PARENTS' EVENINGS/FORMAL CONTACTS

Year 7 Pastoral Evening

Early in the school year, Year 7 parents are invited to meet with their child's Form Tutor at the Year 7 Pastoral Evening.

This is a relaxed meeting and an opportunity to find out how your child has settled in at school. It is also an opportunity to help the tutor help your child. It is not about their academic progress at this stage.

Learning Cycles

At King James's, the school year is split into 4 "Learning cycles" of 9 weeks duration.

During each learning cycle, teachers of each subject will provide students with targets to advise them what they need to do to improve their work; these targets will be recorded on green sheets in student exercise books or work folders.

At the end of each learning cycle, parents will receive a report which gives an overview of their child's attainment and achievement for the key learning assignments in that cycle, along with the child's attitude to his/her learning.

Parents' Evenings

Each year group has one Parents' Evening per year (except Year 7 who also have a Pastoral Evening – see above). This is an opportunity for parents to meet with each one of their child's teachers and discuss, in depth, progress, development and attitude in every subject. The school encourages your child to accompany you so as to derive maximum benefit from the meeting. The Year 7 Parents' Evening will be held in the Spring/Summer term.

Prize Giving

Each year, students in Years 7-10 have an annual Prize Giving ceremony in the second half of the Summer Term to celebrate student achievements. There are also Prize Giving ceremonies for GCSE and Senior students in the second half of the Autumn Term. The dates for these will be shown on the school calendar and parents are invited to attend. Rewards assemblies are held at the end of each Learning Cycle.

Governors

Should you wish to contact the governors, please do so in writing to the school address.

TIPS FOR PARENTS



Before your child starts:

- Time the journey to school or the bus stop.
- Be sure your child is clear about what time they are expected to be at home and what to do should they be delayed for any reason.
- Make sure they know/have your contact numbers and that they know where to go in school should they need to contact you.
- Buy an alarm clock and make sure your child knows how it works. Test run it before the first day of school.
- Work out with your child what time they will need to get up in order to get to school on time. Work backwards from the time they need to be at school and include all the things they will need to do.
- Agree a routine for the mornings and after school. For example, will they shower/bath in the morning or evening? Will they get their school bag ready the night before or the following morning? Who will make their packed lunch and when?
- Agree a bed-time for school days ensuring that your child will be getting enough sleep.
- Have a couple of practice runs - set your child the challenge of getting up at the correct time and getting ready within the necessary time frame.
- Does anything need to change?
- **Ensure your child's uniform and PE kit is labelled.** This is crucial as Year 7 Pupils are good at losing things and we will only be able to get things back to you if they are labelled.

When they start:

- Praise and encourage independence but be ready to offer a helping hand.
- Sign your child's planner each week.
- Keep school informed of any changes to the child's contact/medical information e.g. changes of address, phone number, medication, etc.

SOME PROBLEMS YOUR CHILD MAY FACE



Loneliness/No friends

If your child is lonely, please let the Pastoral Officer know - we cannot spot them all!
It can become a major problem if not tackled early.

Bullying

Verbal? Physical? Cyber? It does not matter which!

The school needs to know. Ring/write to the Form Tutor or the Pastoral Officer.
All forms of bullying are taken seriously and need addressing in the early stages.

The best approach is for parents and teachers to work with the children involved to work out the best strategies required to resolve the problem.

Domestic Circumstances

Major domestic events that may distress your child eg a death, a separation or the arrival of a new baby are best shared with your child's Form Tutor or Pastoral Officer, who can look out for your child and offer help where appropriate.

Unhappy in class

If your child is genuinely unhappy in a particular class, it is best to contact the teacher concerned as soon as possible.

If the problem cannot be resolved, you may wish to ring the Pastoral Officer on 01423 866061.

THE CURRICULUM AND RELATED ISSUES

The Curriculum

At the start of Key Stage 3, all students follow the same Key Stage 3 curriculum subjects:

Core	Additional
<ul style="list-style-type: none">• English• Mathematics• Science	<ul style="list-style-type: none">• French• Design and Technology• Computer Science• Art• Drama• PE• Humanities (Geography, History, Religious Education)• Accelerated Reader

At the start of Year 7, students are taught in mixed ability teaching groups, with the exception of Maths which set students from the start of the year. Students are then placed into ability sets for other subjects gradually.

The curriculum in Year 8 is very similar to Year 7. However, towards the end of Year 8, students choose to specialise in one language (minimum) and one Design Technology option to study in Year 9. Parents will be informed of the available choices at the relevant time.

Learning Cycles (see also Parents' Evening/Formal Contacts – page 4)

At least four assessments are set in every school year as part of our continuous process of "Learning Cycles". Specific targets are recorded on green sheets alongside the student's work to help them progress in every subject.

Marking

We have a clear policy for marking and feedback; this is detailed in a separate document which is available on Fronter and the school website but please remind your child to bring a **purple pen**. They will use this to correct their work and react to targets set by teachers and their peers.

HOMEWORK AND PLANNERS

Homework is set on a regular basis and the policies for each individual department are in the School Homework Policy (Independent Learning Policy) which is available on the school website (www.king-james.co.uk).

You can expect that in Year 7 your child will be set up to 1 hour per night, increasing to between 1 and 2 hours by Year 8. However, please be aware that it is difficult to set work that will occupy all children for the same length of time.

In Key Stage 3, through the school year, some departments set Extended Learning Projects (ELPs). These are set less frequently than regular homework and they help to develop the skills of research, investigation, analysis and presentation. All students in the year group undertake the same projects and dates for these are published on the school calendar and in the student planner.

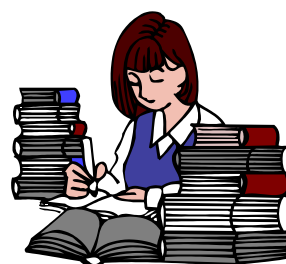
It is helpful if you can provide a quiet place for your child to work. During the early years, it is recommended that parents keep an eye on how much time their child is spending on homework in the evenings - some do far too much and some do far too little.

Should you be concerned about this issue, do encourage your child to discuss it with their teacher and contact the teacher yourself if you feel the problem is persisting. There is also space provided in your child's planner to ask for help/intervention from the form tutor or Learning Manager.

A student planner will be given to your child on his/her first day at KJS. It is a form of diary which includes your child's individual timetable and where they should record any homework set and the deadlines for it to be completed.

It is incumbent upon your child to ask you to sign his/her planner on a weekly basis. Your child's form tutor then has confirmation that you are aware of what is being expected of your child academically and whether your child is meeting the school's Basic Standards in terms of behaviour, homework, uniform compliance and basic equipment.

In the early days, it is important to establish good practice in organising homework and packing bags with the right books and equipment for the next day. You can help your child by referring to the planner, which for ease of use, is segmented into weeks and terms.



PERSONAL, SOCIAL, HEALTH, CITIZENSHIP & ENTERPRISE EDUCATION (PSHCEE)

The PSHCEE programme helps to prepare children for the world of work and life in general. It tackles issues such as job opportunities, equal opportunities, study skills and leisure as well as sensitive issues such as drug awareness, racism and bullying, sex and sexuality and sexually transmitted diseases. You do have the right to withdraw your child from topics of HIV/AIDS and STDs; should you wish to do this, please inform your child's Pastoral Officer.

All pupils take part in regular assemblies, led by senior members of staff, Learning Managers and Pastoral Officers and in these assemblies, the above topics are often reinforced.

GENERAL SUPPORT

To help Year 7 students adjust to life in a large school:

- Year 7 pupils are let out of class 15 minutes before other years for lunch, so that they can queue in relative calmness. The lunch hall is a very busy, loud place and we feel this strategy is important for the first year until the Year 7s find their feet.
- We have a designated area for Year 7s to use at break and lunchtime if they wish. No other year group is allowed in the "Quad" and some children benefit greatly in the settling in period from this private space. It is staffed at break and lunch
- Year 7 pupils have their own locker area and toilets, which they share with Year 8 pupils.

PARENTPAY

www.parentpay.com

To eliminate cash/cheque payments in school, ParentPay is the school's preferred payment system; some parents may have already used this for primary school payments.

ParentPay is a secure, convenient online system which enables parents to pay for trips, school meals, revision guides, etc. The system gives parents an easy way to pay for school based items, aid financial planning and the ability to access a full transaction history; it also helps KJS staff to provide a more efficient service.

Parents will be sent individual login details and information about how to activate their account.

If you have any queries about ParentPay, please contact the school Finance Office.

FREE SCHOOL MEALS

Don't miss out! To find out more and to check your eligibility, visit:

www.northyorks.gov.uk/freeschoolmeals

Alternatively, telephone the North Yorkshire County Council School Welfare team:

01609 533405

Meal accounts of eligible students are automatically credited via our cashless catering system daily so there is no differentiation for pupils in the dining hall; the same system is used for eligible students in the Sixth Form.



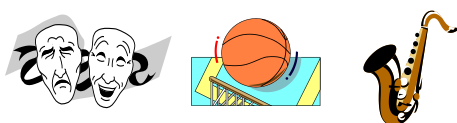
The library is a welcoming multimedia resource centre that aims to support students in their learning. Students are able to access the facilities every day from 8.15am, during break, lunch and after school until 4.30pm (4pm on Fridays). The sessions after school are designed to offer study skills and homework support.

All Year 7 students are required to read every day and are enrolled on a programme called **Accelerated Reader**. Further information about the programme can be found on the school website.

There is something for everyone in the library and if there is anything you need to know or to find, our message is simple – **Just Ask!**

EXTRA CURRICULAR ACTIVITIES

A large selection of lunchtime activities and House events take place and the students who participate benefit enormously. Our Extra Curricular Booklet is available on the school website.



PERIPATETIC MUSIC

Music lessons are available to pupils with an interest in playing an instrument or singing. Contact should be made with the Head of Music, in the first instance.

Parents will be asked to make a contribution towards the lessons and this is arranged and organised by The Bell School of Music. The level of contribution will depend on the size of the group. All peripatetic lessons take place during lesson time and pupils are withdrawn from their normal curriculum. Where possible, lessons will be rotated throughout the day. Lesson timetables are available in the Music Department or on the school website.

ISSUES FOR YOU AS A PARENT

Pastoral concerns/queries

Please contact your child's Pastoral Officer.

Academic concerns/queries

Please contact your child's Learning Manager.

Lost property

- If your child's clothing and property is named, it can usually be found.
- Sports equipment may be left in the Year Offices.
- Musical instruments in the Music Block.
- Pupils should NOT bring valuable items to school as the school is NOT insured for loss of personal property.
- Several times a year all lost property is given to charity, but not before your child has had plenty of time and several opportunities to reclaim it.

Uniform

We ask that you consult the Information for Parents (available on the school website) for the full uniform list. Please do check with the school if your child tries to convince you that other dress and jewellery/hair/piercing codes are acceptable. We rely on parents to support the school rules on uniform and standards of dress and ask, if you disagree with any aspect, that you discuss the issue with the Head/Pastoral Deputy Head, rather than allow your child to defy the rule.

School Nurse

A pupil who is taken ill or has an accident during school hours will be sent to see the School Nurse and she will take appropriate action. It is essential that your child's Form Tutor is informed of any change in contact numbers as the Nurse may need to contact you in an emergency.

If your child needs to take medicine during the day, it can be left with the school nurse in the medical cupboard to be administered by the nurse at the appropriate times; your child will need to present him/herself at the right times. All medication must be prescribed by a doctor and must be in its original container. **A form must be submitted to the nurse allowing her to administer the required medicine;** this form is available either from the nurse or can be downloaded from the school website.

Inhalers

Inhalers are best kept with your child, but we recommend that a spare be kept with the school nurse in the medical cupboard.

Epipens

If your child has an allergy and is at risk of anaphylaxis, it is recommended he/she carry the pen at all times and that a spare be kept with the school nurse. Several of our staff members are trained in the administration of Epipens.

Paracetamol

Please be aware that the school nurse is not allowed to administer paracetamol.

Buses

Pupils travel on buses under the direct supervision of the driver. Therefore, we would be grateful if you could help us to reinforce the need for sensible, good and considerate behaviour on the buses. The buses leave school promptly 10 minutes after the end of school bell. As such, you will need to make special arrangements, should your child have to stay behind after this time for any reason.

School Communication

The school uses various channels to communicate with parents, e.g. Head's Newsletters, letters, text message, email, website. As part of the school's continuing efforts to improve communication between school and home, we now distribute most of our general communication in electronic format, particularly via email (and via the website for those parents without email access); we feel this is a much more effective and timely way of ensuring parents receive the information we send. **It is therefore important that parents keep the school informed of any changes to their contact details and email addresses.** The school will only email when necessary and not 'bombard' parents with irrelevant information or pass on email addresses to anyone else.

iPods/Mobile Phones

Once in school, after 8.40am, mobile phones should be turned off and kept in school bags, unless they are being used as part of a lesson with the teacher's permission. They may not be used at any time during the school day, including break and lunch time. Should they be seen, they will be confiscated, taken to the front of school and will remain there until collected by the relevant parent.

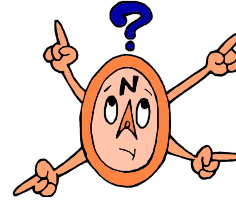
If something is forgotten



Students should contact their Pastoral Officer if a phone call home is necessary. Parents can leave property at the Main Reception where it can be **collected by the student**. Occasionally the pupil does not realise they have forgotten something and, in that case, please bring the item to Main Reception and staff will do their best to contact the student. Make sure property is labelled with your child's name and registration group.

CHILDRENS' TOP 10 WORRIES ABOUT STARTING SECONDARY SCHOOL

1. Being bullied
2. Not making friends
3. Getting lost
4. Homework
5. Not being able to do the work
6. Getting to school and back (especially if it involves a bus journey)
7. Not having the right books and equipment
8. Not knowing what to do if there's a problem
9. Not getting on with the teachers
10. Getting into trouble



Moving from primary to secondary school is an exciting and significant event in the life of your child.

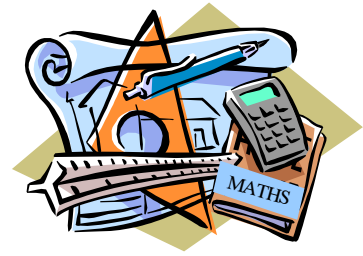
It is an important milestone which, for many parents and teachers, marks a change in expectations regarding crucial life skills such as independent working and self organisation.

When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. The problem is that these skills do not spontaneously develop in children in the summer before they begin secondary schools – like reading and writing, they have to be taught and our children need support in developing them.

Most parents would like to help reassure their children, prepare them for these changes and support them in developing the skills they need, but feel they lack the information and expertise to do so. For many of us, our own experience of secondary schools is all we have to go on.

The top two worries that Year 6 children express (see the 'Top 10' worry list) are social concerns. Although common, most children report that they are no longer worried about these after just one or two weeks at school!

SO, WHAT IS DIFFERENT ABOUT SECONDARY SCHOOL?



Children often have to travel further (some making their way to and from school independently for the first time – some travelling by bus).

They may have to wear a full school uniform for the first time and have a whole list of new rules and regulations to remember.

Instead of one teacher, who has often known them since their early years, they will be taught by twelve or thirteen teachers and have to get to know a whole range of adults in different roles within the school.

The site will be much bigger and children will have to find their way around, moving from classroom to classroom between lessons, often carrying their belongings with them.

For the first time children may be fully responsible for ensuring that they have the correct books and equipment for five different lessons, bus fare, PE equipment, etc.

All students receive a planner to help with organisation; the planner is an important item and students must bring it to school every day and take it to every lesson.

Children will be given full responsibility for recording homework, completing it by the correct day and giving it in on time.

There will be new lessons (e.g. French) and new variations on familiar ones (science in a laboratory for example).

Teaching and learning styles may be very different.

Break-time and lunch-time will be organised differently with less adult supervision and children having a lot more independence in terms of getting back to lessons on time, buying their own snacks and lunches, etc.

In general, pupils are expected to be more independent, self-reliant and self-organised – a welcome development for many pupils – but a challenge for most.

GLOSSARY

Accelerated Reader	The Year 7 reading scheme. See school website for more information.
Bebra	Knaresborough twin town in Germany where exchange visits are made
DT or D&T	Design and Technology
Extra curricular	Activities outside schoolwork hours (lunchtime or after school) such as sport
GCE	General Certificate of Education - AS and A2s. The Advanced Level exams taken in Years 12 and 13
GCSE	General Certificate of Secondary Education – examinations usually taken in Key Stage 4
Governors	The school's governors consist of elected parents and staff representatives and representatives of local government. They meet regularly to monitor, advise and steer the policy of the school.
Houses	Pupils are divided into A iredale, N idderdale, S waledale, W harfedale, with two or three tutor groups per house. Throughout the year House points are awarded for sporting events, various competitions, as well as meritorious work.
LA	Local Authority, formerly called LEA (Local Education Authority)
Learning Manager	Responsible for the academic performance of the year group.
Learning Support	The school department that supports children with learning difficulties, disabilities or particular gifts.
Open Evening	A chance for the public including parents and prospective pupils to look around school and see the pupils' work on display or in practice
Options	Choice of subjects in Year 8 or 9 for GCSE courses which start in Year 10
Parents' Evening	An opportunity for parents of each year to talk about their child's progress/problems
Pastoral Officer	Responsible for the pastoral day to day needs of the year group.
Peripatetic teacher	Visiting teacher who specialises in a particular musical instrument.
School Motto	Quid Retribuam Domino – "What can I give back to the Lord for all he has given me?"
Sets	We sometimes arrange our pupils in groups according to ability in a subject

THE SCHOOL DAY

Lesson Times

8.40am	Pupil warning bell	
8.45am-9.15am	Registration/Assembly	30 minutes
9.15am-10.15am	Lesson 1	60 minutes
10.15am-11.15am	Lesson 2	60 minutes
11.15am-11.35am	Break	20 minutes
11.35am-12.35pm	Lesson 3	60 minutes
12.35pm-1.15pm	Lunch	40 minutes
1.15pm-2.15pm	Lesson 4	60 minutes
2.15pm-3.15pm	Lesson 5	60 minutes



QUICK REFERENCE

King James's School
King James Road
Knaresborough
HG5 8EB

Tel: **(01423) 866061**

email: admin@king-james.n-yorks.sch.uk

web: www.king-james.co.uk

To report student absence: **(01423) 798728**

ParentPay: www.parentpay.com

Headteacher: **Mr C Sugden**

Year 7 Learning Manager: **Mr P Keogh**

Year 7 Pastoral Officer: **Mr S Bentley**

Please ask your son/daughter to complete these boxes:

**Tutor
Group**

**Name of
Form Tutor**