




# NEW STARTERS








## A guide to the school 2023/24






School Values






Our school values are READY, RESPECTFUL & ENGAGED.  
These are our expected student behaviours that we all model as  
staff



# READY RESPECTFUL ENGAGED

-  Be punctual
-  Be properly equipped
-  Wear uniform correctly
-  Have a positive mindset
-  Complete homework and missed learning

-  Be kind to all
-  Use polite verbal and body language
-  Respect the learning environment
-  Ask and answer appropriate questions
-  Interact with others with respect

-  Get involved
-  Use all opportunities to learn
-  Be self motivated and use initiative
-  Learn from mistakes
-  Listen to others

## KEY VALUES

At KJS we have 3 core values, our expected school values are for our students to be *READY, RESPECTFUL* and *ENGAGED*

### *READY*

- ✓ We believe it is important students are ready to learn by being punctual and properly equipped for lessons.
- ✓ We believe students should demonstrate that they are ready to belong to our KJS community by wearing the uniform correctly and with pride.
- ✓ We believe students need to be mentally ready to embrace school life by being in a healthy routine and by not having the distraction of a mobile phone on within the school building.

### *RESPECTFUL*

- ✓ We believe students should be respectful of our community and environment, of each other and of themselves.
- ✓ We stress that they should be kind, considerate and thankful and expect them to do, as they are asked first time and every time.
- ✓ We promote that they consider their language and are appropriate and polite. We believe body language matters when showing respect and encourage positive body language.

### *ENGAGED*

- ✓ We believe students should embrace every opportunity and be wholeheartedly engaged with their education and proactive with their learning.
- ✓ We promote ways students can develop themselves and encourage them to seek out opportunities to get involved.
- ✓ We believe students should be engaged with school and the KJS values.

### *HOW PARENTS CAN SUPPORT*

- Please establish consistent routines at home ensuring they have the correct uniform, footwear, equipment and books each day and realise the importance of being punctual.
- Please reinforce our expectations around being Ready, Respectful and Engaged through discussing the importance of being respectful of our community and environment.
- Please encourage participation in the array of extra-curricular opportunities we offer at KJS and support the importance of a positive attitude to learning.
- Please discuss your child's Learning Cycle report with them when it is issued at the end of every learning cycle.
- Please support us by reviewing MCAS (My Child At School) daily and reinforcing positive behaviours.



## MESSAGE FROM THE HEADTEACHER

Welcome to King James's!

Our school is a happy, warm and welcoming place to be. People quickly feel at home, make lifelong friends, and become part of the KJS community.

However, we understand that starting a new school may be an anxious time – both for students and parents alike – and so we want to help alleviate any of your worries.

This booklet is the work of a small group of students and parents, assisted by members of the school staff. We hope it helps answer some of your questions, gives you a few practical tips, and covers what you need to know about life at King James's.

If this helps students feel more confident about joining us, and to settle in more quickly, the effort of this group will have been rewarded. We look forward to welcoming you to our school.

*Mrs C Martin*  
*Headteacher*

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# READY

## For your school day

Please establish consistent morning routines at home - time the journey to school or the bus stop. Work out with your child what time they will need to get up in order to get to school on time. Students should arrive at school no later than 8.40am. School gates are locked at 8.45am and after this time students need to enter via the main school reception.

	<b>MONDAY - FRIDAY</b>
<b>8.15 - 8.35</b>	Library open for students
<b>8.40</b>	Students expected to be on site to prepare for the day ahead
<b>8.45 - 9.10</b>	Assembly/Form Time - 25 minutes
<b>9.10 - 10.10</b>	Period 1 - 60 minutes
<b>10.10 - 11.10</b>	Period 2 - 60 minutes
<b>11.10 - 11.25</b>	BREAK
<b>11.30 - 12.30</b>	Period 3 - 60 minutes
<b>12.30 - 1.10</b>	LUNCH
<b>1.15 - 2.15</b>	Period 4 - 60 minutes
<b>2.15 - 3.15</b>	Period 5 - 60 minutes
<b>3.20 - 4.15</b>	Homework clubs

The Library is available after school from Monday to Thursday for students to do homework under the supervision of a member of staff.

<b>TIMETABLE WEEKS 2023/24</b>										
Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
4	2	6	4	1	5	4	1	6	3	1
11	9	13	11	8	12	11	8	13	10	8
18	16	20	18	15	19	18	15	20	17	15
25	23	27	25	22	26	25	22	27	24	22
	30			29			29			

Week A 
 Week B 
 Holiday



# READY

## Monitoring your child's attendance

Good attendance has a huge impact on our students attainment, progress, social and mental development, we therefore expect all our students attendance rate to remain above 95%. When students fall below this, please expect us to contact you so you are aware of this and can support your child by monitoring this from home. If your child has any barriers preventing them from attending school, please discuss this immediately with your child's Form Tutor and Pastoral Officer so we can offer any necessary support.

Students will be made aware of their attendance during tutor time and good attendance will be rewarded at key points through-out the year.

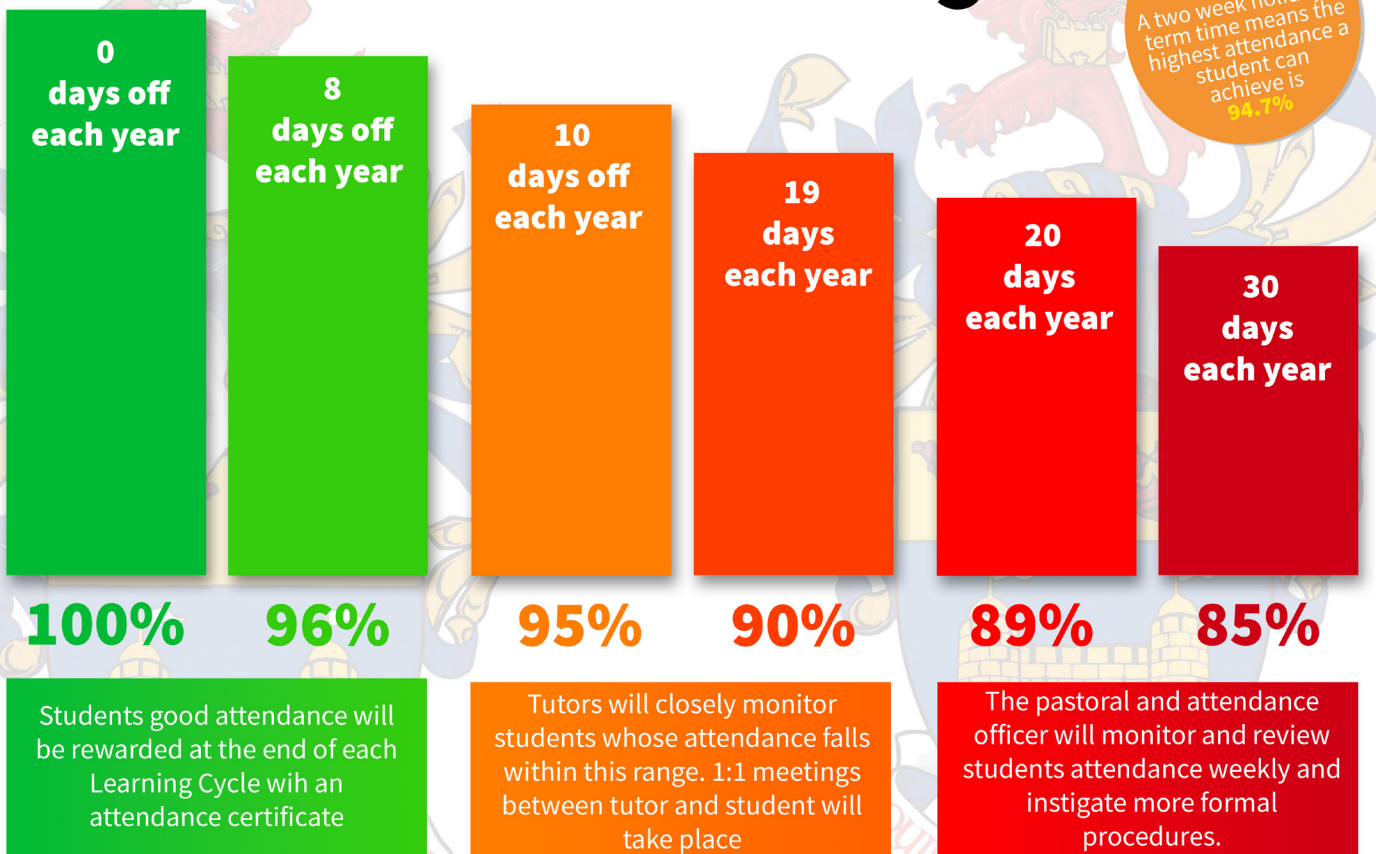
To support your child please:

- Avoid appointments during school hours.
- Book all holidays during the school holidays
- Ensure your child arrives on time every day by establishing consistent morning routines. Students should be on site at 8.40
- Alert us of any reason your child does not want to attend school immediately so we can support
- Encourage your child to copy up any missed work when they return to school after a period of absence.

## Attendance Percentage

Did you Know?

A two week holiday in term time means the highest attendance a student can achieve is 94.7%



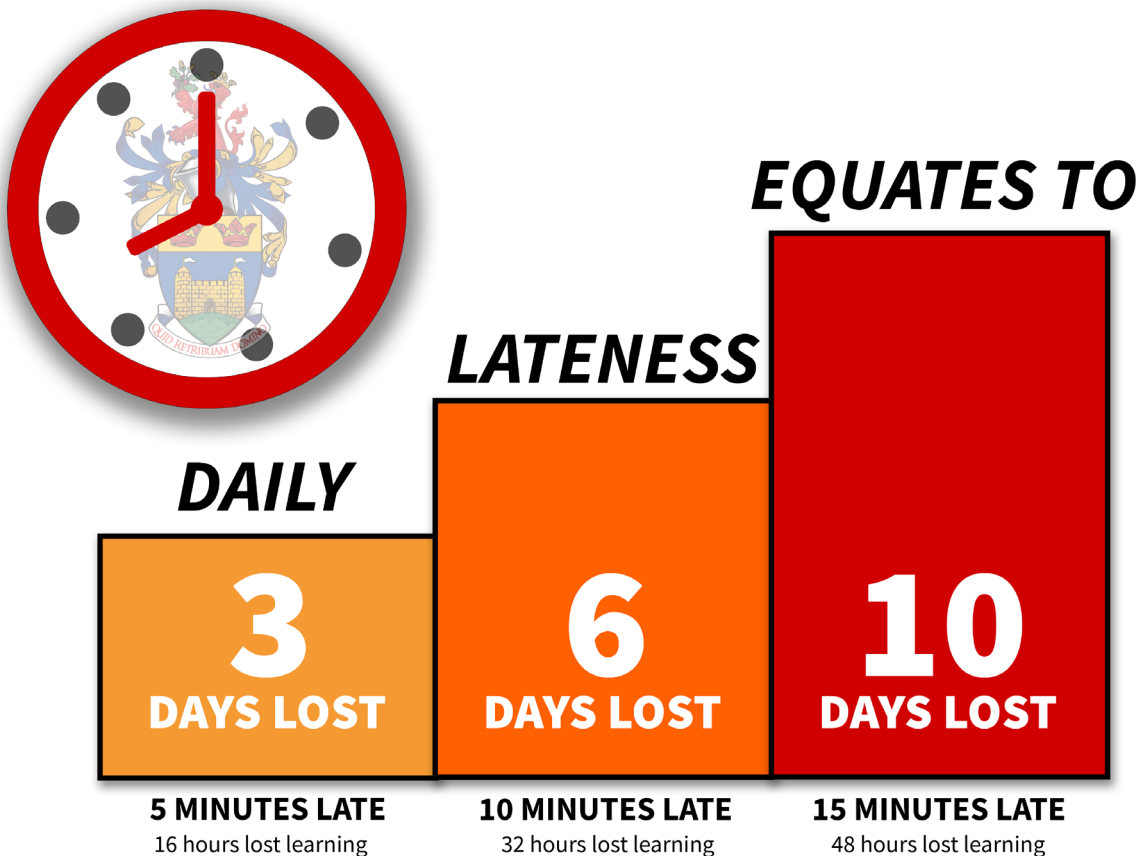
# READY

## Reporting your child's absence

If your child is ill and unable to attend school, you must complete an online absence reporting form which is available via the school website. You can also use this form to notify the school of any appointments that may require your child to be out of school. However, we advise that where possible all appointments be made outside of school hours. If your child has missed school please encourage them to catch up on any missed work. Holidays should not be booked during term time and will not be authorized by the school. Any other absence requests will need to be applied for using the absence request form which can be found on the school website Absent Request Form

## Your child's punctuality to school

Students should arrive at school no later than 8.40am. School gates are locked at 8.45am and after this time students need to enter via the main school reception. Any students who are late without a valid reason will be expected to make up this extra time during a lunchtime detention. We encourage you to monitor punctuality to school by logging into your My Child at School account.





# READY

## Your child's school uniform

The current school uniform encourages students to wear different combinations of the blazer, kilt and pullover, ensuring they are always comfortable when attending school. You must show your tartan either through your kilt or your tie.

During the summer months, students are allowed to remove their pullovers or blazers. Summer uniform will be in place at the headteacher's discretion. Boot and trainers are not allowed



## Pre-loved uniform

King James's School stocks a range of donated pre-loved uniform items on site (subject to availability). If you would like to enquire about a specific pre-loved item, please feel free to email us via our Contact Us page (selecting 'Pre-loved uniform enquiry').

Details to include in your email:

- Student name
- Student year
- Tutor group (if known)
- Item type required
- Size of item required

# READY

## The equipment your child will need

This below checklist will make sure you have everything you need for school every day.

List of stationery

- All students and their parents are asked to make sure that all items of clothing and equipment are suitably labelled with the student's name so that lost property can be returned to its owner whenever possible. Any named items will be given to the year team and kept in the year offices for collection.
- Sports equipment may be left in the Year Offices.
- Musical instruments should be left in the Music Block.
- Pupils should **NOT** bring valuable items to school as the school is **NOT** insured for loss of personal property.

If you have forgotten anything students should contact their Pastoral Officer and a phone call home can be made if necessary. Parents can leave property at the Main Reception where it can be collected by the student. Make sure property is labelled with your child's name and tutor group.

## The rules regarding your child's mobile phone

We believe mobile phones are an unnecessary distraction to our students learning and social development therefore they must be switched off and left in student's bags as they enter the school gates at 8.40am and remain in their until the end of school day at 3.15pm. If students are seen with mobile phones during the day they will have them taken off them until they collect at the end of the day from Reception.

If your child needs to contact you through the day for any reason such as forgotten equipment or changes in their end of school arrangements, they must go to their year office and ask permission to do so from their Pastoral Officer.

# READY

## **How your child's planner can support their organisation**

A student planner will be given to your child on their 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 their 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 values

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.

## **Paying for your child's food and refreshments in school**

ParentPay is a secure, convenient online system which enables parents to pay for school meals and other items. This system gives parents an easy way to pay for school items, aid financial planning and an ability to access a full transaction history. 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 finance office [finance@king-james.n-yorks.sch.uk](mailto:finance@king-james.n-yorks.sch.uk)

## **How can I access free school meals for my child**

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. To check your eligibility, visit

[www.northyorks.gov.uk/freeschoolmeals](http://www.northyorks.gov.uk/freeschoolmeals).

# RESPECTFUL

## How you can monitor your child's attitude, behaviour and rewards

### MCAS – My Child at School.

You will receive login in details for the MCAS app and through this you will be able to monitor your child's attendance, punctuality, behaviour and rewards. If your child is given a detention or other consequences this will be shown on this and a text message will be sent to you to raise your awareness to this.

Rewards Assemblies will take place at the end of each Learning Cycle where attendance, contributions and positive behaviours are recognized and rewarded.

## The importance of your child's behaviour in the local community and on school transport

Pupils travelling on buses are 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 the school day. As such, you will need to make special arrangements, should your child have to stay behind after this time for any reason. Any poor behaviour on school buses will be investigated by the school and the Local Education Authority and followed up by appropriate sanctions.

We are a community school and whilst wearing our uniform travelling to and from school we expect our students to treat members of the local community and the environment with respect. If we are made aware of any students not behaving in a respectful manner they will be dealt with by the school.

# RESPECTFUL

## How will your child's wellbeing be supported

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. An important part of this is our Health Education and Relationships and Sex Education programme which the Government made statutory for all schools in September 2020, see this link to the guidance:

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

The Government have produced some information leaflets for parents to explain what the curriculum consists of and is trying to achieve. These can be accessed at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/812594/RSE\\_secondary\\_schools\\_guide\\_for\\_parents.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812594/RSE_secondary_schools_guide_for_parents.pdf)

Our Relationships and Sex Education (RSE) policy is available on our school website under Policies. Click here to view.

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 then reinforced during tutor time by their form tutors.

Please keep your child's Form Tutor or Pastoral Officer informed of any issues/concerns which might have an impact in school so that we can fully support your child.



## RESPECTFUL

### How will your child's medical needs be supported

A student 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 school 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. 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 they carry the pen at all times and that a spare be kept with the school nurse.



# ENGAGED

## What your child will study

At the start of Year 7, students are taught in mixed ability teaching groups, with the exception of Maths which set students after the first Learning Cycle. 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 and one Design Technology option to study in Year 9.

## How can I support my child with their homework

Independent Learning is defined as 'any work or activities which students are asked to do outside lesson time'. At King James's we value independent learning and believe that independent learning activities should be an extension of lessons so that students continue to learn beyond the classroom.

The purpose of any independent learning may include:

- to enable students to develop the skills needed for independent study
- to enable students to meet the demands of examined courses including coursework where relevant
- to review, practise, broaden and consolidate learning which has taken place within the classroom, including in preparation for assessment
- to sustain the involvement of parents and carers in students' learning and create opportunities for them to be involved in their children's learning

When students are set homework, they record it in their planner with a clear deadline for completion. Parents are asked to sign the planner once a week, giving them an opportunity to check what homework has been set and whether it has been completed. We encourage parents to use the planner to communicate with subject teachers and tutors about homework.

Independent learning tasks are set by departments and by subject teachers. At Key Stage 3 homework tasks are identified as bronze, silver and gold tasks, dependent on the length of time it takes to complete them. Tasks set at Key Stage 3 can be found in the department areas on the website. At Key Stage 4 and 5 pupils can expect to receive more homework which will be set by subject teachers.

To support independent learning school offers homework clubs, ICT facilities and there is a staffed library which is open to pupils to use before and after school. Further information can be found [here](#).

# ENGAGED

## **When your child can access the Library**

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.

## **Enrichment activities your child can access**

### **Extra Curricular clubs**

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

### **House Competitions**

Each student is a member of one of our Houses- Airedale, Nidderdale, Swaledale and Wharfedale. Throughout the year there is a programme of inter house competitions where ALL student are encouraged to get involved.

### **Music Lessons**

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.

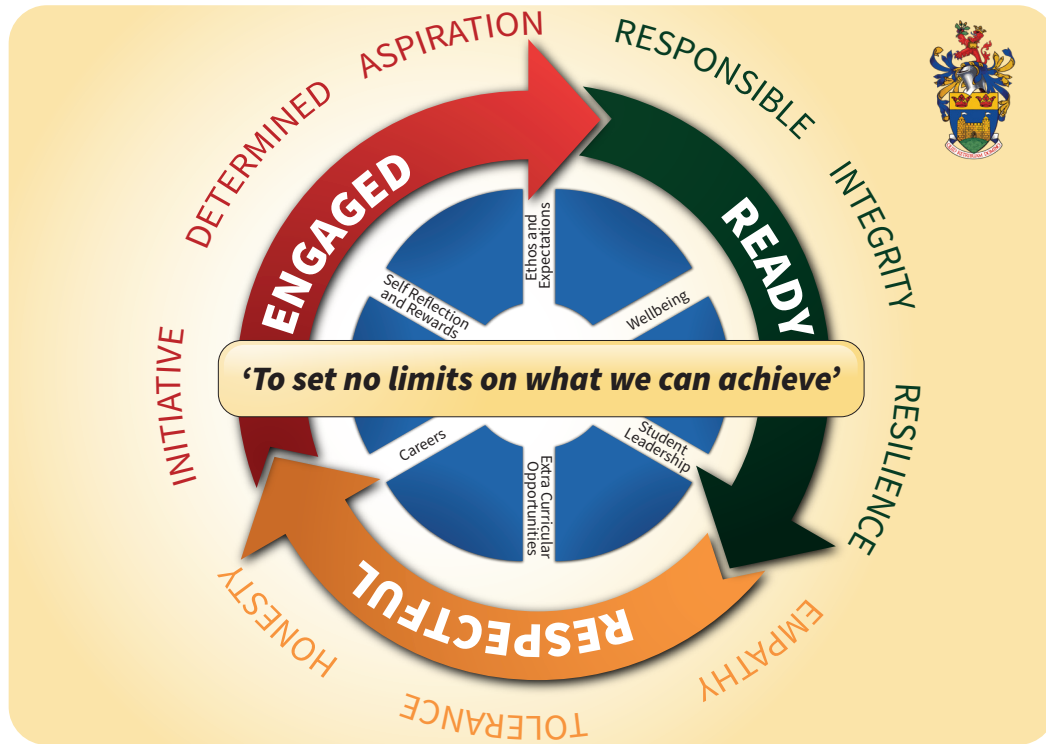
### **Student Leadership Opportunities**

We run an active School Council as well as having Wellbeing Ambassadors and Subject Champions who are all involved in regular meetings and activities to improve and develop our school.

# ENGAGED

## What happens during my child's tutor team

Our school values are taught through the Tutoring Programme, which underpins and supports our school values of Ready, Respectful and Engaged. Our aim is to develop our student's personal qualities so they become confident, well-balanced young adults who set no limits on what they can achieve. Each week a different characteristic provides a focus for the KJS community which we explore in assemblies, form time as well as it being referred across the curriculum.



## The role of the Form Tutor

The Form Tutor has an essential role to play in the pastoral organisation of the school and reinforcing the school ethos of Ready, Respectful, Engaged. They form the link and create the line of communication between the

administration of the school and the individual pupils and you their parents.

## The Form Tutor meets their tutor group each morning for 25 minutes to:

- Make sure that the pupils are fully aware of the school values of Ready, Respectful and Engaged and what is expected of them each day around school.
- Help and support students to take control over their behaviour and be responsible for the consequences of it.
- Create the sort of relationship that will offer pupils the individual care, concern and guidance that can otherwise so easily be lost in a large school.
- Monitor students' academic and pastoral progress regularly.
- Develop relationships with parents to enable linked support of the pupil.
- Be the point of contact for children, parents and subject teacher.
- Support the House System by helping select teams, reminding pupils of events, encouraging participation and helping with the larger House meetings.
- Support school in monitoring the attendance and punctuality of their form including reminding them about the importance of good attendance, bringing in absence notes and passing information on to relevant people to ensure records are accurate.



## ENGAGED

### How your child's progress will be monitored and reported

#### **MCAS – My Child at School.**

You will receive login in details for the MCAS app and through this you will be able to monitor your child's attendance, punctuality, behaviour and rewards.

#### **Learning Cycles**

You will receive a Learning Cycle report at the end of each Learning Cycle November, February and April. This includes your child's progress and their Attitude to Learning in each subject. Following each Learning Cycle your child will have an extended tutor time where, alongside their form tutor they will reflect and set targets for the following Learning Cycle. Throughout the Learning Cycle, at key points green assessments sheets with feedback will be in their subject books.

#### **Pastoral Parents Evening**

Your child's form tutor will be the member of staff who knows your child best as they see them every day. Once a year you will have a parental meeting with your child's form tutor to discuss their development.

#### **Parents Evening**

Once a year you will have a parents evening with your child's subject teachers to discuss their academic progress.

## 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 are 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. In fact, label their coats and bags as well.
- Have clear boundaries regarding use of social media

### 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.
- Check MCAS

## CHILDRENS' TOP 10 WORRIES ABOUT STARTING A NEW SCHOOL

1. People being unkind to me – Always speak to your Tutor or Pastoral Officer and this will be followed up immediately. One of our Values is we 'We Value Each other' and it is important you let adults know if someone is being unkind to you.
2. Not making friends – Joining an extra-curricular club or enrichment activity after school or at lunchtimes is a great way to meet like-minded people. The programme will be on your Form room notice board and on the school website
3. Getting lost – Have a look at the school map in your planner or ask a member of staff or student from another year group. They were in your position too so will be happy to help you.
4. Remembering to do my homework – Try to be organised and always write it down in your planner during the lesson and tick it off once you have completed it.
5. Not being able to do my homework – Always make sure you understand before leaving the lesson, if not sure ask the teacher. Ask your friends during tutor time if they can help.
6. Getting to school and back (especially if it involves a bus journey) – Have a practice run prior to starting in September.
7. Not having the right books and equipment – Always pack your bag the night before and have a copy of your timetable displayed somewhere at home
8. Not knowing what to do if there's a problem – Try to find solutions yourself or ask other friends and try to work things out. If you still need help or support always go to your Form Tutor or speak to your Pastoral Officer.
9. Not getting on with the teachers – Unfortunately in life you don't always get on with everyone you meet. Learning to work with different types of people is a good life skill to learn
10. Getting into trouble – It is simple. If you follow our Values of Ready, Respectful and Engaged you won't get into trouble!





## QUICK REFERENCE

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

Tel: (01423) 866061

email: [admin@king-james.n-yorks.sch.uk](mailto:admin@king-james.n-yorks.sch.uk)

web: [www.king-james.co.uk](http://www.king-james.co.uk)

ParentPay: [www.parentpay.com](http://www.parentpay.com)

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Headteacher: Mrs C Martin  
Year 7 Learning Manager: Miss D Key  
Year 7 Pastoral Officer: Mrs R Roberts

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Please ask your child to complete these boxes :

**Tutor Group**

**Name of  
Form Tutor**