




NEW STARTERS



A guide to the school 2025/26

“To set no limits on what we can achieve”

QUID RETRIBUAM DOMINO

- 1) A message from the Acting Headteacher
- 2) Our shared values & set no limits on what can be achieved
- 3) The school day & our two-week timetable
- 4) Attendance & punctuality
- 5) Uniform & equipment
- 6) Mobile Phones
- 7) Home school communication
- 8) Health & wellbeing
- 9) Curriculum
- 10) Enrichment
- 11) Top tips for transition

MESSAGE FROM THE HEADTEACHER

1

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.

Mr P McIntosh

Acting Headteacher

OUR SHARED VALUES

At KJS we have 3 core values, we promote and celebrate these values each day and expect our students to demonstrate these both in lessons, around school and in the community.
READY, RESPECTFUL and ENGAGED

KJS shared values of

READY



KJS shared values of

RESPECTFUL



KJS shared values of

ENGAGED



“Succeeding at KJS starts with arriving at school mentally, socially and emotionally ready.”

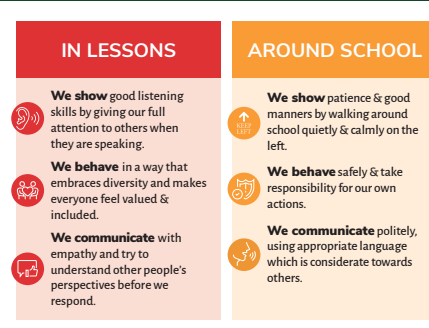
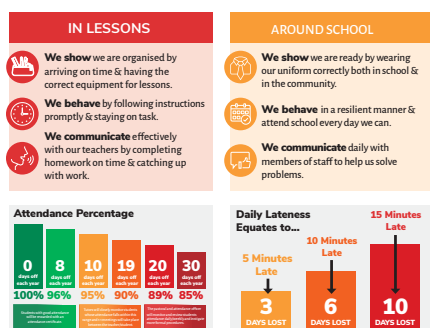
“Treat others as we would want to be treated ourselves, showing kindness and understanding.”

“Be proud of the work we do, the people we are and the difference we can make at KJS.”

Set no limits on what you can achieve

Set no limits on what you can achieve

Set no limits on what you can achieve



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 discussion at home.
- 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.

THE SCHOOL DAY

3

The 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.

	MONDAY - FRIDAY
8.20	School site accessible for students
8.40	Students expected to be on site to prepare for the day ahead
8.45 - 9.10	Assembly/Form Time - 25 minutes
9.10 - 10.10	Period 1 - 60 minutes
10.10 - 11.10	Period 2 - 60 minutes
11.10 - 11.25	BREAK
11.30 - 12.30	Period 3 - 60 minutes
12.30 - 1.10	LUNCH
1.15 - 2.15	Period 4 - 60 minutes
2.15 - 3.15	Period 5 - 60 minutes
3.20 - 4.15	Homework clubs / extra-curricular clubs

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

Overview of the Year - Our 2 week Timetable

TIMETABLE WEEKS 2025/2026										
Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26
1	6	3	1	5	2	2	6	4	1	6
8	13	10	8	12	9	9	13	11	8	13
15	20	17	15	19	16	16	20	18	15	20
22	27	24	22	26	23	23	27	25	22	
29			29			30			29	

Week A



Week B



Holiday



THE SCHOOL DAY

Tutor Time:

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 manage their attitude and behaviour and be accountable.
- 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.

Monitoring your child's attendance

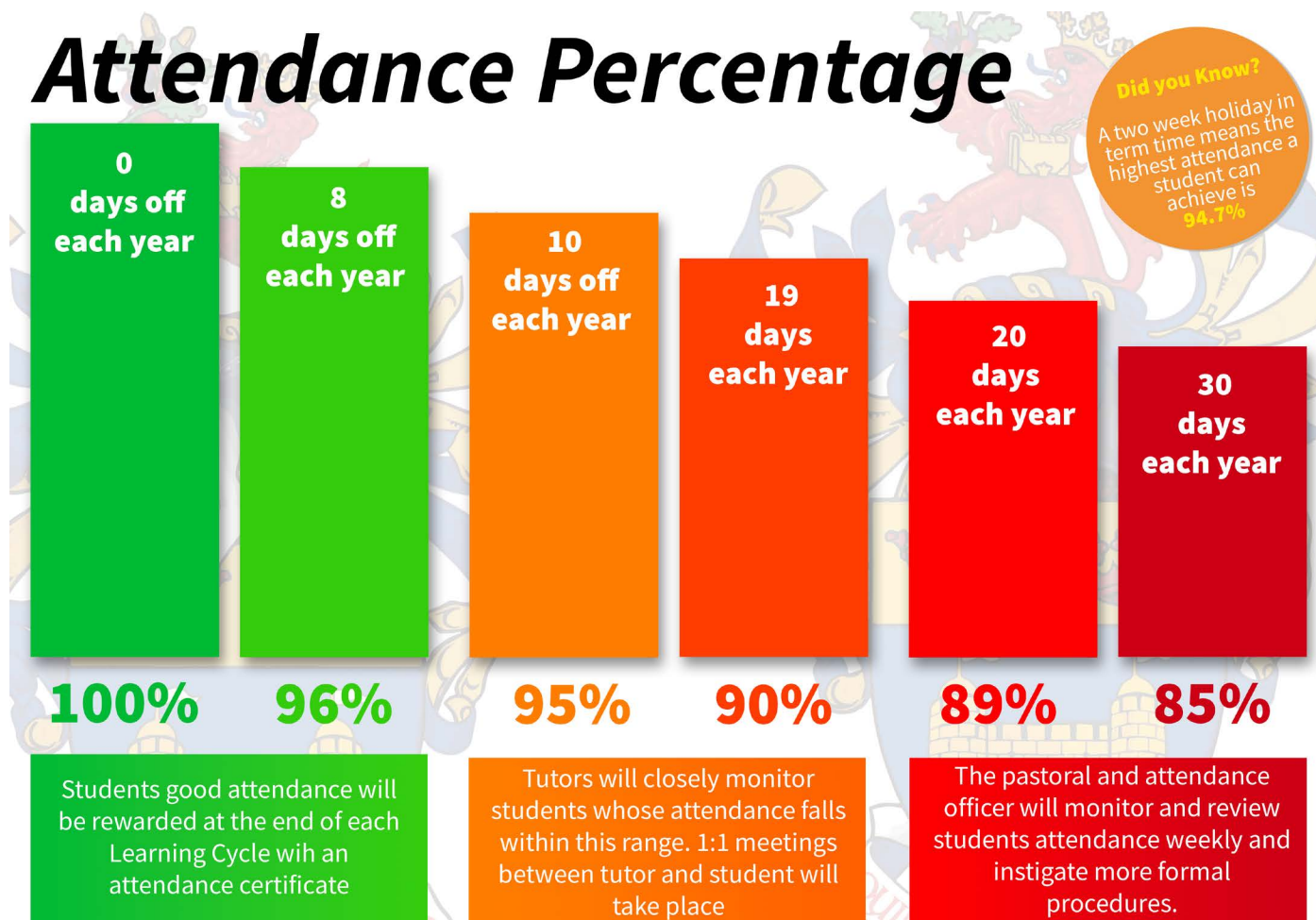
Good attendance has a huge impact on our students attainment, progress, social and mental development, we therefore expect all our students attendance rate to remain above 95%. When students fall below this, please expect us to contact you so you are aware of this and can support your child by monitoring 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 your child's Year Team 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



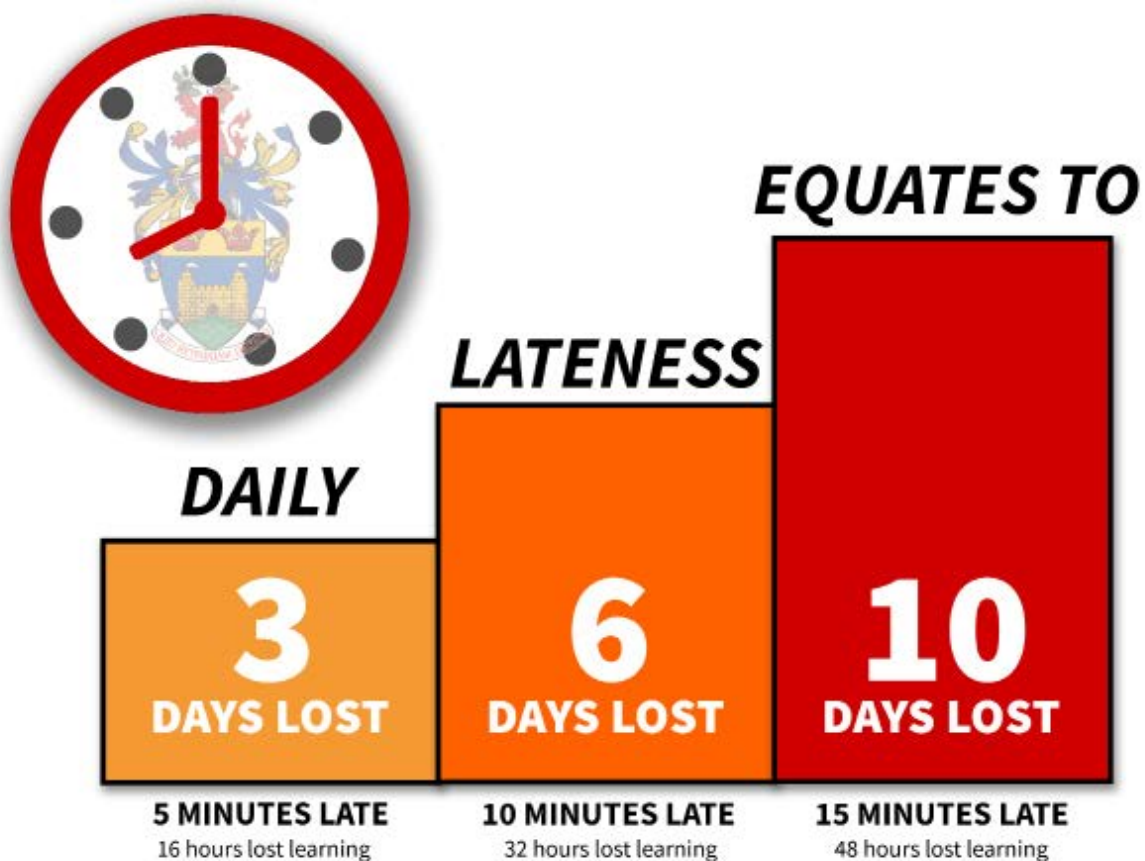
ATTENDANCE & PUNCTUALITY

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. We encourage you to monitor punctuality to school by logging into your My Child at School account. We will action a range of interventions to support students who are regularly late to school or lesson.



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.

Shoes – must be a plain black shoe style. It is preferable that students wear the formal shoe, but we will now accept the plain black, flat-soled leather 'leisure shoe' style as an alternative. Trainer-soles are not permitted. Any heels should be low (no more than 3cm high). We do not allow boots, stiletto or kitten heels, backless or open-toed shoes, pumps or any styles we deem unsafe or unsuitable.



Our uniform items

- King James's logo blazer
- King James's tartan kilt
- King James's tartan tie
- King James's logo jumper
- Plain white shirt
- Green or black tights
- Plain black trousers

Our King James's branded item can be purchased from the School and Dance shop in Knaresborough or Rawcliffe's Ltf in Harrogate. v

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

UNIFORM & EQUIPMENT

The school PE kit



KJS t-shirt
(white & green)



KJS t-shirt
(green)



KJS hoody
(white)



KJS hoody
(green)



KJS reversible
rugby top



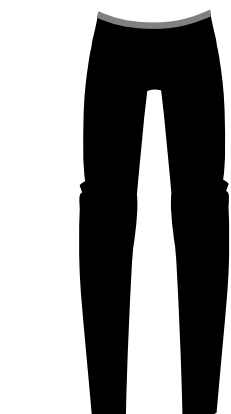
KJS shorts
(white & green)



KJS skorts
(white & green)



KJS sports socks (green & white,
knee length)
Pair of trainers



Plain black
tracksuit bottoms



Plain Black
Sports Leggings



Gum shields and shin pads advisable for certain sports



Games socks
(white)



Football boots

Plain black sports leggings and tracksuits bottoms can be worn outdoors from October to April. (Leggings must be worn under a skort).

No chewing gum



No jewellery



No black or
coloured socks



There are three types of recommended footwear that can be worn in every weather condition on the 3G facility. Two of these, Firm and Hard Ground boots are also suitable for the grass school fields. Turf trainers can also be used, but are not ideal in wet conditions. Only appropriate footwear should be worn on the 3G pitch. Boots with blades or metal studs will not be permitted as they will damage the 3G surface.

FORBIDDEN FOOTWEAR:



Soft Ground (SG)
TEAR THE SURFACE

Sole features removable, replaceable screw-in studs and typically come in a six-stud configuration, with four at the forefoot and two at the heel.



Soft Ground Pro (SGP)
TEAR THE SURFACE

Also known as Hybrid or Mixed Stud, the sole plate comprises of a combination of conical screw-in studs and moulded studs, which are most commonly bladed.



Blades
CAN CAUSE INJURY

Sole plates feature multiple straight slightly shorter, evenly dispersed studs that can restrict movement and turning which could cause injury.



Flat Sole (Indoor)
NO GRIP & FLATTEN SURFACE

Sole made up of non-marking materials such as moulded gum rubber and feature pivot points, flex grooves and herringbone patterns.

PERMITTED FOOTWEAR:



Artificial Ground (AG)
RECOMMENDED

Specifically designed for extra abrasion, these boots usually feature more numerous and densely concentrated studs that vary in height and may be hollowed out.



Firm Ground (FG)
RECOMMENDED

Sole plates feature moulded studs which are evenly dispersed across the foot to offer enhanced traction and comfort.



Hard Ground (HG)
RECOMMENDED

Sole plates utilise a harder Thermoplastic polyurethanes compound for enhanced durability and typically feature multiple slightly shorter, evenly dispersed studs for optimal pressure distribution.



Turf Trainer (TF)
ONLY WHEN DRY

Otherwise known as Astro's, they feature a solid rubber outsole with numerous, small multidirectional lugs spread across the sole, which offer limited grip in wet conditions.

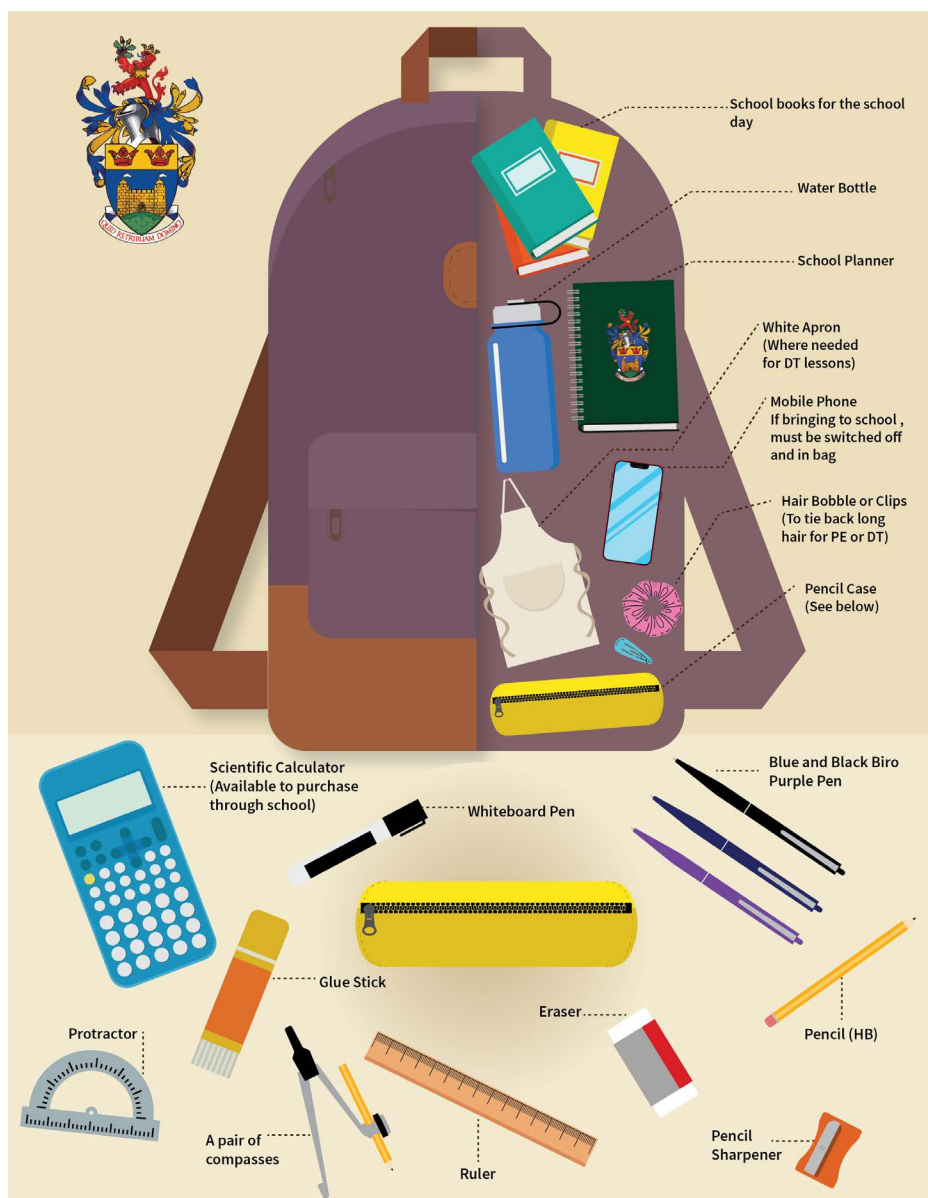
UNIFORM & EQUIPMENT

The equipment your child will need

This below checklist details everything you need for school each day.

- 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 Year Team and a phone call home can be made if necessary. Parents can leave property at the Main Reception, in their year group locker where it can be collected by the student. Make sure property is labelled with your child's name and tutor group.



MOBILE PHONES/DEVICES

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 and remain in their until the end of school day at 3.15pm. Students failing to meet our expectations regarding mobile devices will have them confiscated. These will be taken to reception and available to be collected at the end of the day. Parents will be notified by text.

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 year team. Students must not use their own phone to contact parents during the school day.

How your child's progress will be monitored and reported

- **MCAS – My Child at School.**

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

You will be able to see your child's Positive Progress Points via MCAS. Likewise, if your child is given a detention or other consequence this will be shown on this and a text message will be sent to you to raise your awareness to this.

- **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.

- **Rewards Assemblies**

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

- **Paying for your child's food and refreshments in school/Parent Pay**

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.co.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.

- **Medical Needs**

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.

- **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. 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

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 Year Team informed of any issues/concerns which might have an impact in school so that we can fully support your child.

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, it will be loaded onto their student portal, which can be viewed via MCAS. This gives you an opportunity to check what homework has been set and whether it has been completed. We encourage students struggling with a homework task to speak with their form tutor or their subject teacher. We ask parents to use the planners to communicate with subject teachers or tutors regarding 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](#).

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 8.30am, 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.

TOP TIPS FOR TRANSITION

11

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



QUICK REFERENCE

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

Tel: (01423) 866061

email: admin@king-james.co.uk

web: www.king-james.co.uk

ParentPay: www.parentpay.com

Acting Headteacher: Mr P McIntosh
Assistant Headteacher - Mrs L Holdsworth
Associate Assistant Headteacher Year 7- Mr T King

Please ask your child to complete these boxes :

Tutor Group

**Name of
Form Tutor**