

John Taylor High School

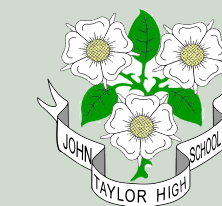
A Science & Leadership Academy

NEW INTAKE BOOKLET

“We believe in the power of education to improve lives – and the world”

Welcome

TO JOHN TAYLOR HIGH SCHOOL



Dear Parents,

It is our aim to ensure that all pupils transferring to the school feel confident about the many changes and new routines that they will experience. This booklet explains many of these routines and gives information which we feel will be useful to parents. If you have any questions or matters which cause concern, the Lower School staff will be only too willing to discuss them with you, as will senior members of staff. Unfortunately, we find ourselves in a strange and difficult period and we are unable to hold our usual Reception Evening. However, we have reviewed our process and there are a number of activities on offer to become involved with, which are detailed in the booklet.

On **Tuesday 7th July** a presentation will be shared with Parents/Carers to provide key information. This will include the school's new Vision, Mission, Values and Motto. Parents/Carers will have the opportunity to ask any remaining questions in preparation for the start of the John Taylor High School Journey. Please address any enquiries about the Reception Evening to Miss D Sears, Head of Year 7 either by telephone 01283 247800 or email transition@jths.co.uk. Further details relating to transition can be found on page 4 of the booklet.

Communication will be frequent throughout the process via direct emails, the John Taylor High School Newsfeed on Facebook, Twitter - @JTHSYear_7 and the John Taylor Newsletter.

You are welcome to make contact at any point of the Transition period with any queries, comments or feedback using the following email address: transition@jths.co.uk

Enclosed within this booklet are various information leaflets. The Student consent forms (Use of Photos/Video and Extra-Curricular Sporting Activities and Biometric consent) and the Home School Agreement are compulsory (where you have not already completed these online) and should be returned to John Taylor High School by Friday 19th June.

We recognise this is a very important stage in your child's education and are keen to make the transition a smooth, exciting but reassuring process

Yours sincerely

Mrs K Cochrane
Head of School



Who is Who

AT JOHN TAYLOR HIGH SCHOOL

Mrs K Cochrane – Head of School
Mrs B Richardson - Chair of Governors
Mrs J Turrell – Leader of Inclusive Education
Ms C Crutchley – Head of Lower School
Ms D Sears – Head of Year 7
Ms S Bale – Head of Year 8
Mr S Markwell – Head of Year 9
Mrs A Knighton – Pastoral Support Assistant
Mrs H Gilmore – Pastoral Support Assistant

The Induction Process

It is our aim that by the time each of our Y6 pupils starts in September, they will feel fully prepared and excited about starting at John Taylor High School. There are numerous activities planned for the students and for parents.

MAY/JUNE

Dedicated Transition web page:
www.jths.co.uk/year-6-transition-2020

Featuring regular updates, to include 'Meet the Staff', 'Students Perspective' and 'School Tour' videos, responses to FAQ's and useful links and information.

Collaborative work between John Taylor High School Transition Team and Primary Feeder School teachers.

Intake Packs sent to home addresses of all Y6 Parents/Carers and Students

About me Booklets provided to Y6 students to complete ready for Form Tutors

JULY

Remote Parents Reception Evening
Presentation - opportunity for any questions

Y6 Transition and Subject activities made available on the Transition webpage

Meet the Form Tutor – a message to form groups from Y7 Tutors

Letter communication of final student groupings

A message for us to you – Student Leaders
Postcard sent to new students

SEPTEMBER ONWARDS

Our planning for transition from September onward will be reliant on Government guidelines. Please be assured, as soon as information is available we will communicate details with parents and students



Special Education Needs

Mrs J Turrell, our Special Educational Needs Co-ordinator, will meet most of the Year 6 primary school teachers this term. However, if you have any specific concerns which you wish to advise us of please contact Mrs Turrell or e-mail sen@jths.co.uk. If there is a diagnosis of a specific special educational need condition, then please send a copy of this to Mrs Turrell as soon as possible.

Medical Information

Any important medical information about your child must be included on the Pupil Admission Form. This will be noted by the person in charge of First Aid and will be entered onto the pupil database. You may then be asked to complete a Medical Health Care Plan. Please complete and return this as soon as possible and in adequate detail.

Reception Evening for Parents/Carers

TUESDAY 7TH JULY

A presentation will be shared with Parents/Carers to provide key information. This will include the schools new Vision, Mission, Values and Motto. Parents/Carers will have the opportunity to ask any remaining questions in preparation for the start of the John Taylor High School Journey.

Please address any enquires on before or after the presentation to D.Sears either by phone 01283 247800 or e-mail transition@jths.co.uk



The Pastoral System

At John Taylor High School we have a horizontal pastoral system. Every pupil will join a horizontal tutor group. Each tutor group consists of approximately 30 students from Year 7. All students meet with their Form Tutor each morning for 30 minutes.

The Form Tutor will register attendance and will monitor your child's progress throughout their time at John Taylor High School. Your child's Form Tutor is your first point of contact with the school and should be contacted regarding general pastoral matters.

To support our community ethos, learners are also a member of one of the schools six houses: Charnwood, Kingstone, Marchington, Needwood, Rosliston or Sherwood. Each house has its own colour, which depicts the colour tie and blazer badge your child will need:

 CHARNWOOD	 KINGSTONE	 MARCHINGTON
 NEEDWOOD	 ROSLISTON	 SHERWOOD



Throughout the year the progress of all pupils is monitored by their Form Tutor, Head of Year, Head of Lower School and the Senior Leadership Team. At present we produce three formal reports a year for parents. For each subject the report will contain information regarding your child's progress and their attitude towards their learning.

There will be an opportunity to meet with subject teachers later in the academic year. However, should you need to make contact sooner than the scheduled meeting, please either call the Form Tutor or Head of Year on 01283 247800, or by e-mail: d.sears@jths.co.uk

Start of the School Year

Please be aware the plans for September 2020 are dependent on Government guidance. Any updates and amendments to the beginning of the academic year 2020/21 will be communicated at the earliest opportunity.

The First Day of Term

Thursday 3rd September

Our new Year 7 pupils need to go to the School Hall via the tennis courts. They will meet with the Sixth Form Students who saw them on the Induction Days. The Year 7 pupils will have an assembly before being collected by their Form Tutor and taken to their tutor room.

The pupils will spend until break with their tutor group where the Form Tutor will provide your child with their timetable and a school planner to record homework. This is an important time as the Year 7s will be able to establish relationships with members of their form, Form Tutor and ask any questions they may have.

Over the next two weeks the Year 12 Student Leaders will be on hand to help the Year 7 pupils by showing them around the school, taking them to lessons and being available for support and to answer questions.

Equipment

They must take care each evening to pack the correct items for the following day's timetable, as we do not have pupil lockers. Please can parents support their child in doing this for a few weeks at the start of term. There are a lot of new systems to learn at the start of Year 7 so this will help your child with their organisation.

It is suggested that your child has the following:

- A school bag of a moderate size
- Pens, pencils, eraser, coloured pencils etc.
- Pencil case
- School Dictionary and Thesaurus
- French Language Dictionary (recommended Oxford School French Dictionary)
- Calculator and Geometry Set (£9.00 payable via Parentpay)

Parents are asked to ensure that all items of clothing and equipment are marked with their child's name. We shall then ensure that any mislaid property is returned if found.

The school will not be responsible for mobile phones or any other expensive, technical equipment.



Homework & Pupil Planners

No homework is set during the first week for new pupils. Thereafter, they will be set two or three pieces of homework each evening, each lasting approximately 20 minutes. This amount will increase as the pupil progresses through the school. Generally pupils can expect to be set at least one homework per subject per week, and must record it in their planner.

The school will provide a planner on the first day of term to support pupils in becoming familiar with their timetable and staying organised with homework, extra-curricular clubs and other school activities.

Recognition

At John Taylor High School, we recognize the effort and achievement of our learners in a number of ways, for their accolades both in and out of the classroom. These include:

- Praise postcards
- WOW Emails
- Celebration assemblies
- House merits
- STRIPE Tokens

Efforts for our learners that demonstrate going above and beyond lead to #HotChocFriday nominations with our Head of School.

Detentions

Students will not always behave in the way we may wish. In response to unacceptable behaviour, staff may deploy a range of strategies and responses including restorative conversations between staff and learner. These should serve as an opportunity to encourage our learners to understand the impact of their behaviour and to provide alternative choices for the student to discourage similar or repeat behaviour.

Recognition and detentions are recorded and stored on the learner's individual profile which is accessible to parents on the John Taylor Go4School's system.



Vision and Values

In order to achieve our vision and reflect our core values, we will strive to:

Create an inclusive school culture where strong relationships are built on mutual respect, kindness and acceptance of others.

Encourage all to engage positively in the school and wider community, acting with integrity and taking responsibility for our choices and achievements.

Work together to secure success for all members of our community. Deliver effective, research-informed lessons that challenge and motivate students to work hard, persevere and achieve.

Offer highly valuable and memorable experiences within and beyond the classroom that enhance personal development and academic excellence.

Absence

Should your child be unable to attend school because of illness, please inform the school using the dedicated absence line: Tel. 01283 247858. This will enable parents to leave a message with their child’s name, form and reason for absence with the day that they are expected to return. Should the absence be for longer than one week, it may be possible, with some notice, to arrange for work to be sent home. For periods of extended absence medical evidence will need to be provided. Any other leave of absence should be formally requested in writing to the Head of School. Unauthorised absence could result in a fixed penalty notice being issued from the Education Welfare Service.

Attendance is monitored weekly. The average attendance at JTHS is over 96%. If a pupil’s attendance declines then the Attendance Intervention Manager may work with your child and the family.



Appointments

Please try to avoid making medical/dental appointments etc. during school time. However, should this be necessary please telephone the absence line with details and ask your child to bring in the appointment card/ letter. This needs to be shown to the staff when the pupil signs out/in. Without this, we may not be able to authorise the absence.

Holidays

We are directed by the Government not to authorise holidays during normal school term time. In fact we are being encouraged to use a variety of sanctions to deter parents from arranging such holidays, including fines and prosecution. Whilst we understand the difficulties that some parents face, the guidance is quite clear. Please plan all holidays for the normal school holiday periods.

The Year 7 Curriculum

During Year 7 all pupils study the following subjects:

- English
- Mathematics
- Science
- French
- History
- Geography
- Religious Studies
- Technology (CDT and Food)
- IT
- Art
- Music
- Drama
- Physical Education

Pupils will also have a PSHE (Personal, Social & Health Education) lesson per week. These lessons include health education, relationships and sex education, economic wellbeing and careers education.

Parents can really make a difference by supporting pupils’ learning at home.



STRIPE

“A compelling, collaborative, skills-development curriculum to prepare learners for a successful future in education, work and life in the 21st century.”

Some of the curriculum subjects are delivered through the project based STRIPE programme. STRIPE aims to provide a framework for developing the qualities needed for success in learning and in life. It focusses on six key, transferrable skills that can be applied to any situation either at school, home or in employment.

The six STRIPE skills are:

- S - Self Manager
- T - Team Player
- R - Reflective & Resilient
- I - Innovate & Create
- P – Participator
- E – Enquirer

The generic skills of STRIPE, together with the functional skills of Literacy, Numeracy and Information Technology are essential to success in life-long learning and work.





School Uniform

John Taylor High School has a distinctive uniform which, we believe, encourages a sense of identity with the school and has always been supported by parents. We take pride in our identity and expect all students to wear the full uniform, wear it appropriately and that this expectation will be supported by parents. We reward students who are consistently adhering to the uniform policy. Every half term those pupils who have not needed to have any uniform reminders will receive five merits towards their House total.

The school does have a spare stock of uniform which can be borrowed if it is needed. This is regularly cleaned and laundered. There is an expectation that, if a pupil is asked to wear this uniform, then they will comply without argument. Refusal to comply will result in the pupil being internally isolated and parents will be contacted. Pupils who do not wear the uniform correctly will receive a uniform reminder from members of staff. This will be recorded electronically; 5 uniform reminders will result in an extended reflection for 40 minutes after school. Parents will be made aware of when the extended reflection will take place and suitable arrangements for the student to get home will need to be made.

Uniform can be obtained from many suppliers. We strongly advise you to look at the full guidance on our website, which clearly shows what is/is not allowed. This guide is available at jths.co.uk/procedures-and-guidance. Please contact the school if you need a paper copy.

Mobile Phones & Other Electronic Devices

Students who bring mobile phones and other electronic devices onto the school site do so at their own risk; school will not be responsible for those items. When on site mobile phones must be switched off (not just on silent) and kept in the child's school bag. Any mobile that is seen or heard will be confiscated. The first time this happens the student must collect their phone after school; if they have their phone confiscated a second time the student's parent must collect the phone from the main School Reception.

Item	Guidance
Blazer	Traditional style, black with badge to match house colour.
Tie	Clip on tie in House colour.
Shirt/Blouse	Plain white, formal collar, short or long sleeved but should be long enough to tuck in to waist of trousers/skirt. A black Kameez can be worn but shirt and tie must still be visible.
Sweater	Optional - long or no sleeve but must have the school logo.
Trousers	Plain black in a choice of two styles, available from WB Global Trading or Clothing 4 Schools.
Skirts	Black, pleated, knee-length skirt with school logo in a choice of two styles, available from WB Global Trading or Clothing 4 Schools.
Tights/Socks	Black or natural coloured tights (not patterned) or plain black, grey or white socks.
Footwear	Black, plain standard school shoes only (no trainer shoes) Plain black, flat boots may be worn after October half term to February half term if underneath trousers.
Belts	Plain black with plain buckle, maximum 4cm width.
Outdoor Coats	Can be worn over the blazer. Not fashion style jackets.
Scarves/Hats/ Gloves	Permitted but cannot be worn inside the building. The only exception to this is a hijab worn for religious purposes which must be black and must not cover either the face or uniform.
Jewellery	One wrist watch. Earrings: maximum of one plain set of stud ear-rings, one in each ear, worn in the lower ear lobe. No other piercings are permitted. Tinted or cosmetic contact lenses are not permitted.
Hair	Should be neat and tidy. Extreme styles, unnatural hair colours, decorative attachments are not permitted. Tram lines or other shaved shapes in the hair or eyebrows are not permitted. Haircuts should be no shorter than a grade 2.
Make-up	Discreet, natural-looking make-up is permitted for Year 10 onwards. Clear nail polish is permitted. Nails should not be too long due to Health and Safety reasons.





PE Kit

The PE Department takes pride in the kit that the students wear; it provides a clear identity and ensures that there are no health and safety concerns. It is advised that students name their kit. No fashionable PE clothing should be worn.

- Compulsory:**
- School specific T-shirt in House colour (there are 2 versions available)
 - School specific skirt or shorts in House colour
 - School specific rugby shirt in House colour (for rugby and football lessons only) School specific rugby shorts with school logo (for rugby lessons only)
 - Black knee length socks White ankle socks
 - Sports trainers (NOT fashion trainers)
 - Shin pads and gum shields
 - Football boots (for football and rugby lessons)

- Optional:**
- School specific jumper in House colour
 - School specific plain black tracksuit trousers with school logo (Oct-Easter)
 - Plain black ‘skins’ or equivalent

- Under Local Authority guidelines, all students must wear protective items for:**
- Football – shin pads and appropriate footwear
 - Hockey – shin pads and gum shields
 - Rugby – shin pads, gum shields and boots

- A few tips:**
- Trainers should be suitable for PE and non-marking; fashion style trainers are not recommended.
 - No jewellery should be worn and hair must be held back.
 - All students must bring their kit regardless of whether they are ill or injured

School Routines

Transport Arrangements

The school and grounds are not formally supervised until 8.45am, although senior staff are generally on site from 8am.

School Buses

Pupils aged under 16 who live more than three miles from the school within the catchment area are entitled to free transport to and from school. They will receive bus permits from the Local Education Authority at the end of the summer term and must keep them for inspection. Pupils over 16 pay for their own transport unless authorisation from Stafford has been given.

Parents who live outside this area may apply to the Education Authority for tickets, but this normally involves a termly payment.

For all transport matters please contact:
Staffordshire CC (Pupil Support, School Transport Section) 01785 276738 (for Staffordshire pupils)
Derbyshire Transport Officer 01629 536720 (for Derbyshire pupils)

Cycling

Your child may cycle to school. Bicycles must be secured to the cycle rack by the tennis courts. No cycling is permitted in the school grounds.

By Car

If you deliver or collect your child by car, please park outside the school premises and well away from the main entrance where considerable congestion occurs as buses arrive.

The School Day

The timing of each day is as follows:

08:55	Latest Arrival Time
09:00	Assembly for Registration
09:30	Lesson 1
10:20	Lesson 2
11:10	Morning Break
11:30	Lesson 3
12:20	Lesson 4
13:10	Lunch
14:00	Lesson 5
14:50	Lesson 6
15:40	End of School
15:50	Buses Start to Leave



Morning Assemblies

There is a minimum of one formal assembly each week for each year group. There may also be another assembly for a House if and when needed. Assemblies cover a variety of spiritual, moral, social and cultural issues, and are also used to celebrate achievement.

Parents who do not wish their children to attend religious assemblies, or who wish their children to be withdrawn from Religious Studies classes, should write to the Head of School.

Lunch Arrangements

We have Healthy Schools Status so we promote Healthy Eating. A breakfast service is run from 8.00am and at lunch there are a range of options including a choice of healthy cooked meals, healthy snacks (such as salads and jacket potatoes) and some fast snacks. A two-course meal is available each day at £2.30.

The canteen operates through a cashless system where accounts are accessed using a thumb scan of each pupil. Dinner money accounts should be credited online by using ParentPay (logins are issued as part of the induction pack). Parents can also apply for a Paypoint card, which may incur a small fee. To order a card, or if you have any queries on any aspect of making payments to the school, please email parentpay@jths.co.uk. This account may also be used to pay for school trips, music lessons, revision guides and other activities. There is a maximum canteen spend limit of £5 a day placed on the account, which can be increased or decreased if requested. If you prefer not to use the thumb print then we can provide a 4 digit PIN code, however that does not have the same level of security.

Pupils who wish to bring a packed lunch must eat it in the designated areas where they will be supervised by one of the team of lunch time assistants. During the lunch hour there are various sporting and musical practices alongside the Art Room and Learning Resource Centre being open.

Pupils are not allowed out of school at lunchtime. If parents wish their child to go home for lunch AND a parent is at home, parents should write to the Head of Year giving the reasons why. Following this a pass may be issued.



Free School Meals

You may claim free school meals to the value of £2.30 per day for your child if you are eligible for or in receipt of any of the following:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit but not working tax credit with an household income of less than £16,190
- The 'Guarantee' element of State Pension Credit (from 30th April 2005)
- Support under Part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during this period).
- Universal Credit with net earned threshold of £7,400.

If you believe you may be eligible for free school meals you can apply online via the Staffordshire County Council website.

www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchoolMeals

If you currently receive free school meals from Derbyshire you will need to re-apply to Staffordshire.

We strongly recommend that you apply for Free School Meals if you think you meet the criteria, as this gives you access to a range of other benefits in school. Even if you do not want your child to have the free meal, claiming helps the school as we receive more funding. Please consider this when making your decision. If you would like to discuss this with a member of staff please contact Mr J. Blanchenot, Deputy Head of School on j.blanchenot@jths.co.uk



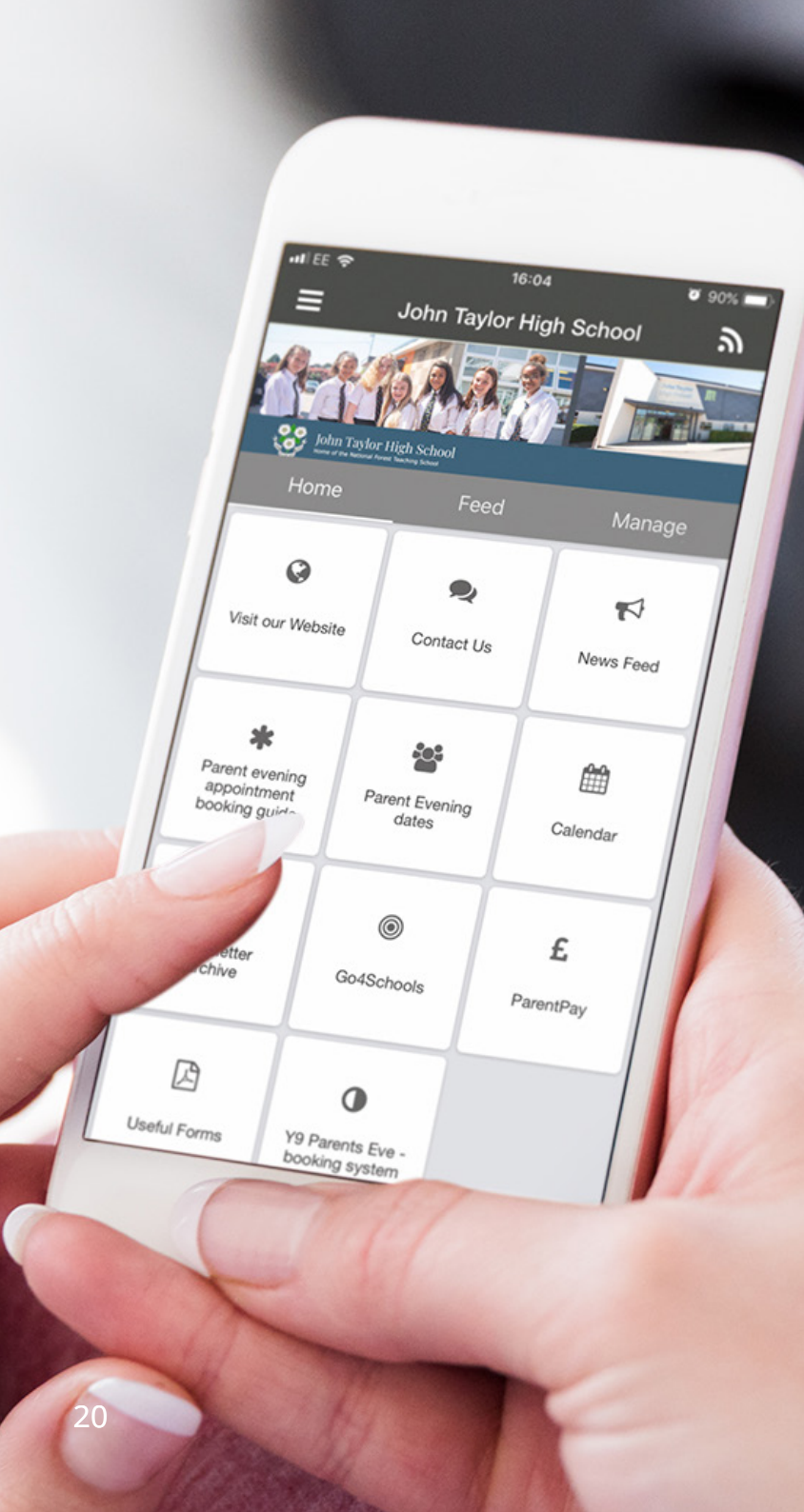
Extracurricular Activities

The school offers a varied programme of activities before and after school and during lunchtimes. A guide to clubs we expect to run in September is enclosed. There may be some additions and changes to this programme and details of sporting clubs will be available in September. Please encourage your child to make the most of these opportunities. Other opportunities, such as participating in school shows and musicals, will be advertised to all pupils at the appropriate time.

Learning Resource Centre

The Learning Resource Centre (LRC) provides a welcoming and supportive environment for all pupils and is open from 8.15am until 4.15pm. Our aim is to encourage pupils to continue reading for pleasure and to become independent learners, with the provision of a wide range of up-to-date fiction and non-fiction books, audio books, e-books and online resources. There is also a book group to join at lunchtimes and pupils can apply to join our team of librarian volunteers towards the end of Year 7. We also run a stationery shop where pupils can buy supplies at a very reasonable cost.





Online Parental Information

At John Taylor High School we use e-mail and various online platforms and apps to communicate with parents/carers. You will be advised of how to log on to these systems in due course but it will be essential that the **e-mail address** that you provide us with is correct. Once your child has started at the school we encourage all parents/carers to download both the **SchoolZine** and **Go4Schools** Apps.

Schoolzine App

The Schoolzine App has useful links, including the news feed, newsletters and school calendar and will also enable parents to receive messages via the App (push notifications). A link to information for parents is sent out on a weekly basis by email and push notification to the SchoolZine App. Each message is tagged with the relevant year group, so you can navigate easily through and read only messages relevant to your child.

Go4Schools App & Website

Go4Schools is our online system that staff, parents and pupils can access at school or at home. There is also an App available that should make use of the system far easier. In Go4Schools:

Students can:

- Access their timetable
- Check their current levels of attendance
- Track their recognition and rewards
- Track their reflections
- Track their assessment data
- Check what homework has been set and when it is due

Parents can access:

- Student progress reports
- Attendance records
- Track their recognition and rewards
- Track their reflections
- Check what homework has been set and when it is due
- Student timetables

www.jths.co.uk

The school website is widely used to keep parents up to date with school news, sporting fixtures and other important information. In the case of severe weather the site is updated to give details of school closures and advise of any problems with bus services. The website also gives parents access to all the school policies, OFSTED reports; term dates, exam dates, etc. You will also find links to access the above Apps and to ParentPay.

Email & Internet Use Good Practice

The school computer system provides internet access to students for learning. This E-mail and Internet Use Good Practice statement will help protect students and the school by clearly stating what is acceptable and what is not.

- ICT use must be appropriate to education
- Do not share your password
- Do not copy work from the internet
- Use shared documents and folders properly
- Respect all of the ICT equipment
- Use e-mails and learning platform discussion boards appropriately
- Computers should not be used for gambling, political purposes or advertising
- Do not use camera phones in school without permission

If you break these rules the school may:

- Contact your parents
- Ban you from the internet
- Ban you from school computers
- Exclude you from lessons
- In extreme cases, contact relevant authorities, such as the Police.

The school exercises its right by electronic means to monitor the use of the school's computer systems. If the school believes unauthorised use of the computer system may be taking place; or the system may be being used for criminal purposes or for storing text/images which are unauthorised or unlawful, steps will be taken to monitor usage. These steps may include: the monitoring of websites; the interception of e-mails and the deletion of inappropriate materials.



Parent Teacher Association (PTA)

The PTA exists to strengthen links between parents and teachers to support the education of their children. Parents are always warmly welcome to come along to PTA meetings with no obligation to join the committee. At each meeting there is a school based topic on the agenda. This is presented by the Head of School or a member of staff and feedback is invited from parents.

There are several events to help raise funds for the benefit of your children. The big fundraiser is often the Summer Ball but a popular Quiz Night is held in January. Other ideas for fundraising and social events are always welcome.

Where does the money go? Recent funds raised by the PTA were given to various departments in the school for items they would not normally be able to have, including:

- Cameras for Art and Design department
- Laptop computers for use in examinations
- A tablet PC for the Maths department
- Prizes for Presentation Evening
- iPads for Art and Design department.

Contact: Emma Thompson (emthompson24@gmail.com) or visit <https://www.facebook.com/johntaylorpta/>



Privacy Notice

Your privacy is critically important to us. At John Taylor Multi Academy Trust (JTMAT) the following principles underpin our approach to respecting your privacy:

1. We value the trust that you place in us by giving us your and your child's personal information. We will always use your personal information in a way that is fair and worthy of that trust.
2. We will provide clear information about how we use your personal information. We shall always be transparent with you about what information we collect, what we do with it, with whom we share it and who you should contact if you have any concerns.
3. We will take all reasonable steps to protect your information from misuse and keep it secure.
4. We will comply with all applicable data protection laws and regulations and we will co-operate with data protection authorities.

More information regarding our approach to privacy can be found here: [jtmat.co.uk/privacy](https://www.jtmat.co.uk/privacy)

Head of School: K Cochrane

Chair of Governors: B Richardson

Dunstall Rd, Barton under Needwood,
Staffordshire. DE13 8AZ

Telephone: 01283 247800
Dedicated Absence Line: 01283 247858
Fax: 01283 247799

www.jths.co.uk
office@jths.co.uk

Year 7 Transition Twitter: @JTHSYear_7
Twitter: @johntaylorhigh
Facebook: John Taylor High School Newsfeed

