

# Welcome to John Spence



## Parent and Pupil Handbook

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# School Ethos and Values



We are a fully inclusive school that sits at the heart of our community and recognise that in order to excel students need to be supported and challenged through every stage of their school journey.

Our 'Fit for Life' ethos encapsulates our purpose as a school; we want our students to thrive in their communities when they leave school as **resilient, skilled and considerate individuals**. These attributes will develop through the opportunities that each student will receive both within and beyond the classroom. All we ask of our students is that they seize these opportunities and participate fully in school life.



To succeed in our ambition, that all individuals leave us 'Fit for Life', we work in collaboration with local schools and organisations, and good relationships with parents and carers are very important to us. This partnership is essential if our students are to succeed and we are delighted that our parents work closely with us by supporting the school in the standards and expectations that we have. The connection between school and home is extremely important to us, and sits at the heart of our values.



The staff and governors are passionate in their drive to provide the very best education. We seek to create an inspiring environment where students feel safe to take risks in their learning and where achievement is celebrated by all.

# Staff List

| <b>Senior Leadership Team</b> |                                |
|-------------------------------|--------------------------------|
| <b>Katie Marshal</b>          | <b>Headteacher</b>             |
| <b>Leanne Clay</b>            | <b>Deputy Headteacher</b>      |
| <b>Louise Bray</b>            | <b>Assistant Headteacher</b>   |
| <b>Callum Brierley</b>        | <b>Assistant Headteacher</b>   |
| <b>James Redpath</b>          | <b>Assistant Headteacher</b>   |
| <b>Karen Yellowley</b>        | <b>Assistant Headteacher</b>   |
| <b>Melissa Tunney</b>         | <b>School Business Manager</b> |
| <b>Head of Year</b>           |                                |
| <b>Andrew Keers</b>           | <b>Head of Year 7</b>          |
| <b>Kirsty Wyllie</b>          | <b>Head of Year 8</b>          |
| <b>Leanne Brown</b>           | <b>Head of Year 9</b>          |
| <b>Jake Betts</b>             | <b>Head of Year 10</b>         |
| <b>Marc Burnip</b>            | <b>Head of Year 11</b>         |

# School Day

The school day is broken down into five one hour lessons, with a morning and afternoon registration period.

| Morning Reg | Period 1 | Period 2 | Break      | Period 3      | Period 4     | Lunch    | Period 5 |
|-------------|----------|----------|------------|---------------|--------------|----------|----------|
| 8.35-9am    | 9-10am   | 10-11am  | 11-11.15am | 11.15-12.15pm | 12.15-1.15pm | 1.15-2pm | 2-3pm    |

# School Curriculum

By law, all children in maintained schools in England between the ages of 5 and 16 follow the national curriculum, which means much of what our students study is fixed by legislation. Our curriculum is kept under constant review and is amended according to national legislation, new initiatives and the needs of our students. At **Key Stage 3** (years 7 to 9) all children currently study the following subjects (times shown are hrs per week)

|  |                         |
|--|-------------------------|
| <b>Mathematics</b>                           | <b>3 hours</b>          |
| <b>English</b>                               | <b>3 ½ hours</b>        |
| <b>Science</b>                               | <b>3 hours</b>          |
| <b>Modern Foreign Languages</b>              | <b>2 hours</b>          |
| <b>History</b>                               | <b>2 hours</b>          |
| <b>Geography</b>                             | <b>2 hours</b>          |
| <b>Technology</b>                            | <b>2 hours</b>          |
| <b>Creative Arts:</b>                        |                         |
| <b>Art &amp; Design</b>                      | <b>1 hour</b>           |
| <b>Music</b>                                 | <b>1 hour</b>           |
| <b>Drama</b>                                 | <b>30 mins</b>          |
| <b>Physical Education</b>                    | <b>2 hours</b>          |
| <b>Religious Education &amp; Citizenship</b> | <b>30 mins - 1 hour</b> |

# Attendance and Punctuality

**In order that pupils can achieve their best with us and we can look after them, we ask pupils to do the following:**

- In the mornings, be at school by 8.30am and in form rooms by 8.35am
- To report to the school office if for any reason they need to leave the school site other than at home-time
- Arrive at lessons on time

**Parents can help us by:**

- Contacting the school by phone and providing a note whenever a child is absent
- Trying to arrange, whenever possible, appointments with a doctor, dentist etc. for after the end of the school day, at weekends or in the holidays
- Booking holidays in official school holiday periods and not in term time. (Government advice prohibit schools from granting requests for term time holidays except in "exceptional circumstances")

**School will:**

- Telephone on the first day of absence if at all possible

Note that North Tyneside Council may issue a Penalty Notice if a student has unexplained absences, or is persistently late for school after registration has closed.

\*For term dates, please visit our website: [www.johnspence.org.uk](http://www.johnspence.org.uk)



# School Uniform

We believe that having a clear set of uniform standards helps to set the tone of the school; it reflects the high expectations we have around ensuring a day to day purposeful learning environment. These high standards in uniform are integral to the high standards in attitudes and behaviour that we expect at John Spence Community High School. Our uniform is important to our identity as a school and helps us to project the best possible image within our community and beyond. We expect that students adhere to our uniform standards so that we will not have to spend time addressing uniform issues, as this time should be spent on supporting and challenging students to maximise their achievement.

\*These items must be purchased from our uniform supplier  
 \*\*These items may be purchased from our uniform supplier, but if you choose to buy these items elsewhere then you must ensure that the clothing is the same design and fit.

| School Uniform   |
|--|
| <b>Navy Blue School Jumper with School Badge*</b>                                |
| <b>Black School Trousers or Black School Skirt** (black tights must be worn)</b> |
| <b>No Shorts Allowed</b>   |
| <b>Plain White Collared Shirt</b>  |
| <b>School Tie*</b>   |
| <b>Plain black footwear</b>  |
| <b>A Plain Outdoor Coat</b>  |
| <b>Bag</b>   |

| School PE Kit  |
|--|
| <b>John Spence PE Top*</b>   |
| <b>John Spence PE Shorts*</b>  |
| <b>Sports Leggings**</b>   |
| <b>Training Pants**</b>  |
| <b>John Spence Training Top**</b>  |
| <b>Red Football Socks (white trainer socks with leggings) Training Shoes</b> |
| <b>Football Boots (optional but must be AGP suitable)</b>                    |

\*These items are compulsory and must be purchased from our uniform suppliers and the top must be personalised with student initials by them. \*\*These items are optional, but must be purchased from our uniform suppliers and will be personalised with student initials. All other items are compulsory, but do not need to be purchased from our uniform suppliers.

**Uniform Supplier**  
**Michael Sehgal and Sons Ltd.**

You can buy on line, by phone or by visiting the store.  
<https://www.michaelsehgal.co.uk>

(0191 230 2320) Unit 17 Airport Industrial Estate, Kingston Park, NE3 2EF

# School Uniform

**All uniform and kit must be named**

**We do not allow:**

- Hoodie style jackets or sweatshirts, tracksuit-type or sports tops or denim jackets to be worn as outdoor coats
- Polo neck shirts, t-shirts or polo shirts. Shirts must have a collar and be large enough to allow the top button to be fastened
- Any colour, other than white, for shirts
- Any footwear apart from black – see guide
- Canvas footwear including Converse
- Fashion belts or scarves
- Trousers and skirts that do not match the design supplied by our uniform supplier
- Jeans or leggings
- Hats to be worn in school

**Hair, Make-Up and Jewellery**

- We do not allow extreme hairstyles such as shaved heads, patterns or dyed hair (natural hair colours are fine)
- We do not allow acrylic nails
- Only simple, plain hairband and clips are allowed
- We reserve the right to determine what is a reasonable style or colour of hair and to insist that students with inappropriate hairstyles have them restyled or recoloured
- We do not allow excessive amounts of make up or false eyelashes
- Students may wear one ring, a maximum of 2 earrings, one in each earlobe (simple studs or sleepers) one single, small, discreet nose stud and a watch
- Any other rings, studs, bars used in face, mouth, ear or body piercing are not allowed in school, primarily for health and safety reasons
- Ear expanders must not be worn
- All jewellery must be removed for PE/games
- Necklaces and bracelets should not be worn

We reserve the right to confiscate any item that contravenes our uniform standards and to isolate students from mainstream provision if they do not meet our uniform standards. Where students repeatedly contravene the standards parents will be required to come to school to collect confiscated items or meet with the Head of Year to discuss the issues. If a student refuses to remove items they will remain isolated until they do so.

# School Uniform

The photographs here are to help you make sure that you buy uniform for your child that meets the school standards. Please get in touch if anything is unclear as we want to avoid parents facing unnecessary expenditure as incorrect uniform is purchased.

## Girls Trousers



Highly recommended for quality and durability from our uniform suppliers.



Suitable alternative girls' trousers from a high street store.



Unsuitable as trousers are above the ankle and skinny fit.



Unsuitable as leggings and not trousers.

## Girls Trousers cont



Unsuitable due to flared fit.

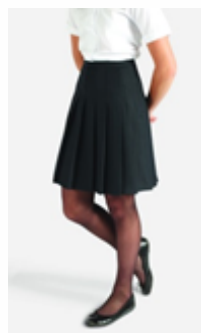


Highly recommended slim fit trousers for quality and durability from our uniform suppliers.



Highly recommended sturdy fit trousers for quality and durability from our uniform suppliers.

## Skirt



Pleated knee length skirt. Highly recommended for quality and durability from our uniform suppliers.

Please get in touch with your child's Head of Year if you are unsure about the suitability of items purchased from shops other than from our suppliers.

# Rewards and Behaviour

The rewards system has **three levels** to recognise student engagement and achievement. We use an online system, Class Charts, this is used by all staff to award and track positive points. Parents also have access to Class Charts via the website or an APP, they can monitor their child's points using 'real time' data. There are three levels of awards, these are linked to our school ethos; resilience, skill and consideration. Each level equates to points on class charts, these points then determine half termly and termly awards.

## Top 20

At the end of each term we reward the top 20 (identified through class charts points) students with either:

- A movie afternoon
- A pizza lunch (Dominos)
- A sports afternoon

These suggestions have come from student voice. The top 3 students in each group (determined by class charts points) are presented with an Amazon Voucher for the value of £20, £15, £5.

## Weekly Assemblies

Each HOY identifies the top three attenders and the top three students (class charts points for that week) and they are celebrated in assembly and receive a fast track / cookie voucher.

## End of term awards

The following rewards/certificates will be presented in assembly at the end of each half term:

|                                 | Length of term |          |          |        |
|---------------------------------|----------------|----------|----------|--------|
|                                 | 13 weeks       | 12 weeks | 14 weeks | Points |
| <b>Headteacher Award</b>        | 130            | 120      | 140      | 10     |
| <b>Deputy Headteacher Award</b> | 104            | 96       | 112      | 8      |
| <b>Head of Year Award</b>       | 78             | 72       | 84       | 6      |
| <b>Form Teacher Award</b>       | 65             | 60       | 70       | 5      |

As part of our award system at John Spence we use a system called Class Charts. Class Charts is an online system which allows us to track achievement and behaviour throughout the school day. At John Spence we recognise the importance of clear and timely communication between home and school. Class Charts allows us to further enhance our strong relationships between school and home.

Access to Class Charts will give you timely updates of how your child is getting on in school that day, specifically sharing information with you about: positive and negative award points. Points awarded are linked to rewards and praise and they also allow us to identify students that need additional support. Students are keen to keep track of their points and having the app on your phone or computer will keep you up to date with how your child has been rewarded in school.

# Rewards and Behaviour



If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account. Class Charts for parents can be accessed via the website [www.classcharts.com](http://www.classcharts.com), or through the iOS and Android apps which are free to download. At the beginning of the academic year you will receive a parent code to enable you to set up your Class Charts parent account.

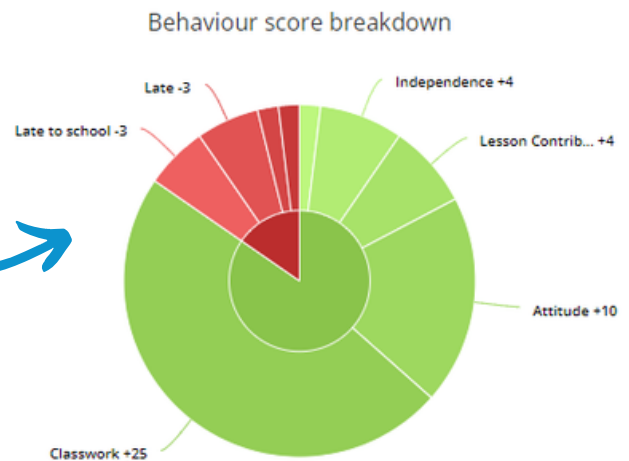
There will be more specific guidance issued to support you to get set up.

It is an excellent system to keep you informed and in order to utilise its full potential you may wish to check it regularly, ideally each school day. In the meantime, here are some images of how class charts will look and what will be displayed on your parental dashboard.

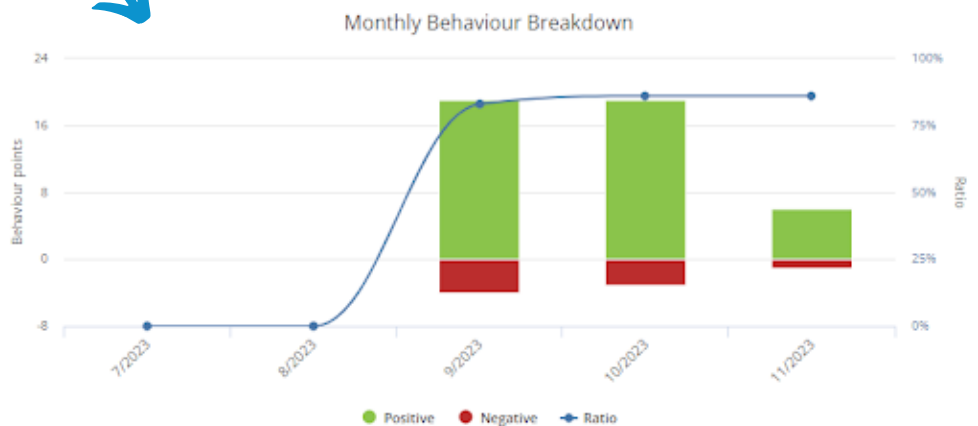
Please see the next page for some examples of what you would see in your parental dashboard.

[www.classcharts.com](http://www.classcharts.com)

This is an example of a pie chart which shows the breakdown of positive and negative points that your child has received



This is an example of a bar chart which shows the monthly breakdown of positive and negative points that your child has received.



The blue line shows the ratio between positive and negative points. A 50% ratio means that your child has the same number of positive and negative points.

All students have a target points ratio of 90%

# Opportunities

Every day there are high quality learning opportunities in lessons, but learning is not just restricted to the classroom and we are proud of the extensive range of opportunities on offer.

Many opportunities are scheduled for all students within a year group, but there are many others that are either designed for specific groups of students or that are optional.

Two particular strengths are our Academy programme and our Careers Education. Both opportunities are extremely popular with our students and reflect our aim that all opportunities prepare students to be 'Fit for Life'. Sport has always been central to what we offer at John Spence and there are numerous opportunities to participate as well as compete, but we also have an extensive range of opportunities outside of sport that are much appreciated by students, from school productions to STEM.

We also offer many opportunities beyond the school gates, for example locally working with primary schools, regionally visiting Universities and nationally with trips to sporting events as well as our annual international visits. Wherever possible, we are committed to ensuring that all students can access these types of opportunities so that everybody has an equal chance to succeed. For more information on the opportunities available to your child at John Spence, please see our website: <https://www.johnspence.org.uk/about-us/opportunities/>



# Frequently Asked Questions



## **What is a typical day like?**

Students are expected to be on the school site by 8.35am and will start the day with their form tutor at 8.35am. Students have five lessons each day which begin at 9am. Break time is 11-11.15am and lunch is 1.15pm-1.55pm. The day finishes at 3pm.

## **What should I do if my child is absent from school?**

We encourage all students to attend school 100% of the time. If your child is too unwell to come to school please contact the absence line (0191 2961432) as soon as possible every day of absence and leave a message for the Home School Liaison Officer. If you are unsure whether to send your child in, please do so and we will contact you if they are too unwell to be in school. We understand that children sometimes need to attend appointments and we would ask that these are scheduled outside of school times where possible. If this is not possible please send a note in with your child for their form tutor prior to the appointment.

## **What happens if my child is ill in school?**

If your child feels unwell they need to ask their class teacher for a note before going to reception. Your child's Head of Year or a member of the Senior Leadership Team will make the ultimate decision as to whether your child needs to be sent home. If this is the case, we will call you to either obtain permission to send them home or request that someone collects them.

## **What arrangements are in place if my child needs to take medication in school?**

If your child has any regular medication they need to take during the school day they can only do so after the relevant forms have been signed by you. The medication should be brought into school by you and once in school is kept in a secure location. There are a small number of staff who deal with administering medication and a comprehensive record is kept of when and how much is administered. It is vital that we have up to date medical information so please ensure the medical forms are completed and the school are informed of any changes.

## **Who do I get in touch with if there is a problem or I have a query about something?**

For most issues your first point of contact will be your child's form tutor. For more urgent or serious concerns you may wish to contact your child's Head of Year. If you wish to meet with a specific member of staff we are very happy to accommodate this and again the best person to facilitate this is the Head of Year. Please contact the school office to arrange a mutually agreeable time or contact the Head of Year via email.

## **How is homework set?**

Homework is set using google classroom which the students will use frequently in school. The exception is the Maths, Science and English departments which use a program called Sparx.

# Frequently Asked Questions



## **What equipment will my child need?**

All students are expected to have a pencil case containing at least two blue or black pens, a pencil, a rubber, ruler, bag and book. Other pieces of equipment which would be beneficial are a calculator, highlighters and a glue stick. Students will also be responsible for remembering to bring in their PE kit and any ingredients they may need for catering.

## **Are mobile phones allowed in school?**

Mobile phones are allowed to be brought into school but the rule about their use is quite simple. They are not to be used or visible anywhere inside any of the school buildings. If this is not adhered to a member of staff will ask your child to hand their phone to them and it will be placed in the school reception for the remainder of the day. It can then be collected at the end of the school day. Mobile phones are allowed to be used outside of the buildings at break and lunchtimes. We do though encourage pupils to limit their mobile phone usage during these times and instead advocate that they use this time to communicate with their peers in a more traditional sense!

## **What should my child do if they have a problem/worry in school?**

There are lots of adults that can help in school – your child's class teachers, form tutor and head of year can often solve or help with a situation if they are told about it. We also have a great team of highly trained learning mentors if your child needs longer term specific support. What we actively discourage, is for your child to phone you in the middle of the day with an issue that may have arisen. There are several very good reasons for this: firstly we would like your child to try work out and solve issues for themselves, they need to work out where to go for help at the time and lastly it could upset you knowing that your child is upset but you are not with them. It is vital however that your child does discuss a problem with you and that you get in touch if you think there needs to be further discussion/action.

## **What happens if my child has Special Educational Needs or a disability?**

We collect details regarding SEND from primary schools during transition meetings prior to the start of each new school year. This is used to allocate support where appropriate. The various support programs are coordinated by our SENCO Gemma Wallis and where possible will be discussed ahead of your child starting in September. It is very likely that Miss Wallis will have already been in touch regarding your child's specific needs after liaising with feeder primary schools. If this isn't the case please do get in touch.

## **How will I receive information from the school?**

We post out letters and information regularly as well as allow for them to be viewed on the school's website. The school's website will also have the calendar for the academic year for notable dates and term times etc. All our policies, curriculum information etc. are available for viewing on the website. We may also call, text or email you to request or pass information on. It is vital that we have at least two other contacts for your child in case of an emergency and that you inform school of any changes to any of your contact details.

# Frequently Asked Questions



## **What are the meal arrangements at school?**

The opening times for the dinner hall are: Break – 11-11.15am, Lunch – 1.15-2pm. The current cost of the daily main meal is £2.60. If your child has any food allergies or intolerances please inform the school via the medical form.

## **How do I buy school uniform?**

Our uniform is supplied by a specialist uniform company called Michael Sehgal. The uniform can be purchased via their website <https://www.michaelsehgal.co.uk>. For further details about uniform, please view the school website.

## **What are the schools uniform expectations?**

We like students at John Spence to look smart at all times and this means we check uniform at the start of every day. What is and is not allowed in terms of uniform, footwear, jewellery and make up is clearly outlined on our website. There may be the odd occasion where there is a genuine problem with uniform and in this instance we ask that your child produces a note from you outlining the issue. Heads of Year have items of clothing and shoes that your child will be expected to borrow from school if they do not have the correct uniform on.

## **Are there any kinds of rewards/incentives for my child to work hard and behave well?**

Teachers are constantly looking for opportunities to award Class Charts points both inside and outside of lessons. Please see page 8 above for more information regarding rewards. Senior staff who are on duty each lesson are keen to give out on the spot free cookie vouchers or fast track lunch passes.

## **What happens if a student gets it wrong in school?**

If a student chooses to disrupt someone else's learning there is a very simple code of conduct which, if not followed will trigger a set of consequences which are outlined in the school Behaviour Policy on the school website.

## **Are there any other school routines/expectations which my child needs to be aware of?**

Students have the opportunity to access the school toilets before school as well as during break and lunch time. Students can request to go to the toilet during lessons 2 and 4 but they must receive permission from their class teacher.

**Communication is key to your child being successful and happy in school and we pride ourselves that this is a strength of ours. Please get in touch if you have any question that have not been answered here and someone will get back to you as quickly as possible.**

# SCHOOL PLAN



**UPPER LEVEL...**

|              |              |               |                  |              |
|--------------|--------------|---------------|------------------|--------------|
| 1            | 2            | 3             | 4                | DEPT OFFICES |
| ICT<br>U1-U2 | Eng<br>U3-U8 | Sci<br>U9-U16 | Maths<br>U15-U20 | LIBRARY      |
| CLASSROOMS   |              |               |                  | COMMON       |

**EMERGENCY EXITS**

|             |              |
|-------------|--------------|
| UPPER LEVEL | GROUND LEVEL |
| EXIT        | EXIT         |

**WALKING ROUTES**

|          |          |
|----------|----------|
| STUDENTS | VISITORS |
|----------|----------|

**GROUND LEVEL...**

|               |               |  |
|---------------|---------------|--|
| 5             | 6             | DEPT OFFICES                             |
| Tech<br>G1-G6 | Hum<br>G7-G14 | DINING Hall<br>MAIN Hall<br>DANCE Studio |
| CLASSROOMS    |               | COMMON AREAS                             |

**ARTS BLOCK**

|              |              |          |              |              |
|--------------|--------------|----------|--------------|--------------|
| 7            | 8            | 9        | 10           | DEPT OFFICES |
| Mus<br>A2-A3 | Art<br>A5-A8 | PE<br>A6 | SEN<br>A1-A4 | BC<br>A7     |
| CLASSROOMS   |              |          |              | COMMON       |

**THROUGHOUT SCHOOL**

|                               |                               |
|-------------------------------|-------------------------------|
| 11                            | RECEPTION                     |
| HoY<br>Offices                | No Student Access<br>WC Staff |
| RESTRICTED ACCESS TO STUDENTS |                               |

**SCITT**

|          |       |
|----------|-------|
| 12       | SCITT |
| TRAINING |       |

**HUB**

|         |
|---------|
| Hub     |
| MENTORS |

