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Welcome from the Principal

Dear parents, carers and pupils,

May I extend a very warm welcome to you from all of us at John Smeaton Academy.

Our mantra at John Smeaton is one of 'high expectation' and the 'best from everyone'. We set targets that are highly aspirational; to stretch and challenge our students. Alongside that however, we teach our pupils to be resilient in the face of the inevitable anxieties and setbacks that come with learning new skills and knowledge. We believe that the intelligence of a child is not fixed but can be developed and grown regardless of their starting point.

Great schools are often characterised by pupil's good behaviour, respect and discipline. We believe in the traditional values that come from good manners as they are critical in allowing teachers to teach and children to learn. Alongside our behaviour policy sits a reward system that recognises the achievements of students who work hard and show a good attitude to learning.

You will be pleased to hear that relationships with parents and carers at John Smeaton are traditionally strong and we continually strive to find new and better ways to encourage this two-way communication. We achieve this in a variety of ways, ranging from a simple message in the student planner to tours of the school whilst lessons are in progress, face-to-face meetings plus our website, text, email and Twitter.

As a parent or carer you are central to the foundation that will allow your child to succeed over the next five years with us and how we continue develop our relationship together in supporting your child will be critically important.

You have chosen a school with fantastic facilities which is well looked after. Staff are committed, hardworking and enthusiastic, so that every child, regardless of ability, will have the opportunity to reach and in many cases surpass their potential.

I trust that this is the beginning of a very enjoyable and successful journey for us all and I am very much looking forward to getting to know your child over the coming year.

Thank you for choosing John Smeaton Academy.

Claire Bailey

Principal



Academy Contact Information

Address: John Smeaton Academy

Smeaton Approach,

Barwick Road, LEEDS. LS15 8TA

Telephone: 0113 8313900 **Attendance hotline** 0113 8313990

Email:

enquiries@johnsmeatonacademy.org.uk

Website: www.johnsmeatonacademy.org.uk

Most queries can be dealt with quickly and efficiently by contacting your child's Group Tutor or Subject Teacher. There is also a designated space within the Academy Planner for short messages.

If you need to speak to someone directly, please make an appointment, as staff are not available without prior notice.

Please ensure that we have the most up to date contact details for you at all times in case of emergencies.



John Smeaton Academy Values

Our ethos

John Smeaton Academy is sponsored by United Learning which is a group of schools committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. Our approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We support all colleagues to achieve excellence and act with integrity in all our dealings within and beyond the Academy, in the interests of young people everywhere.

We summarise this ethos as 'The best in everyone'

We believe that our school is and should be distinctive and committed to developing its own unique strengths and identity while sharing our core values as an institution, which promotes service, compassion and generosity to and for all.

Our Core Values

Our ethos underpins our core values of:

- Ambition to achieve the best for ourselves and others
- Confidence to have the courage of our convictions and to take risks in the right cause
- Creativity to imagine possibilities and make them real
- Respect of ourselves and others in all that we do
- Enthusiasm to seek opportunity, find what is good and pursue talents and interests
- **Determination** to overcome obstacles and reach success

Timings of the Academy Day

The start and finish times are as follows: (All students will finish at 14:35 on a Friday)

	Start	Finish
Tutor Time / Assembly	8.20	8.45
Period 1	8.45	9.45
Period 2	9.45	10.45
Break	10.45	11.00
Period 3	11.00	12.00
Period 4 (Yr10 to 11)	12:00	13.00
Lunch (Yr7 to Yr9)	12.00	12.30
Period 4 (Yr7 to Yr9)	12:30	13:30
Lunch (Yr10 to Yr11)	13:00	13:30
Period 5 - End of school for Yr7 to Yr9	13.35	14.35
Period 6 - End of school for Yr10, Yr11	14.35	15.35



The Academy Year Dates

John Smeaton Academy

2020-2021 School Calendar

	September 2020										
M	T	w	T	F	S	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30									

	October 2020									
М	T	W	T	F	S	S				
			1	2	3	4				
5	6	7	8	9	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31					

	November 2020										
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16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30											

December 2020									
M	T	W	T	F	S	S			
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14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

	January 2021							
M	T	W	T	F	S	S		
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11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

	February 2021									
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8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				

	March 2021								
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22	23	24	25	26	27	28			
29	30	31							

	April 2021							
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19	20	21	22	23	24	25		
26	27	28	29	30				

	May 2021									
M	T	W	T	F	S	S				
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3	4	5	6	7	8	9				
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17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
31										

	June 2021										
M	T	W	T	F	S	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	28 29 30										

	July 2021					
M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020					
T	W	T	F	S	S
					1
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10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					
	3 10 17 24	3 4 10 11 17 18 24 25	3 4 5 10 11 12 17 18 19 24 25 26	T W T F 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27	T W T F S 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28







Key Year 7 Staff

Pastoral team

Year Manager:

Miss Hardman

My Name is Miss Hardman, I'm your Year Manager and I will be helping you around School, hopefully we can get to know each other, I'm always around to help! I grew up in Scotland and went to Art school, I love all things creative, drawing and painting. I've taught abroad and used to live in China where I was an English teacher in a Kindergarten. On the weekends I like to go climbing and grow my own food at my allotment.

Year 7 Tutor team

7MWO Mr Wood Assistant Head of Maths

My name is Mr Wood, I'm a Maths teacher and a year 7 form tutor this year. I enjoy travelling, spending time at the beach as well as taking part in sports. I'll be around to help you settle in to secondary school - if you have any questions just ask.

7SPO Miss Powell Lead Teacher: Teacher Development/Teacher of Maths I'm Miss Powell and I teach the best subject in school – Maths! When I'm not puzzling my way through algebra problems I love to travel. A few years ago, I took a backpacking trip around the world and was lucky enough to visit many countries including New Zealand, The Philippines, Bolivia and Fiji. I love cooking and gardening too! I look forward to meeting you all.

7MGO Miss Gogoi Teacher of Maths

Welcome to year 7. My name is Mrs Gogoi. I know that this is going to be a great year for all of us to grow and learn together. I grew up in the North East of India, in Meghalaya, often known as Scotland of the East. I moved to England when I was a teenager. I can speak several languages and have been known to mix my language skills with hilarious consequences. I combine my love for travelling with long walks and photography. Good food, fine dining and dark chocolates are my weaknesses. I would love to have a dog as a pet and I hope to get one when I retire. We are going to be embarking on a journey together and I am looking forward to the learning, fun and experiences together in secondary school.

7RWH Miss Wheatley Head of MFL

Hi!

My name is Mrs Wheatley, I am head of Languages at John Smeaton. I am quite new to the school so I know what it's like to just arrive to JSA. However, I have been teaching in Leeds for 15 years - longer than you have even been alive so John Smeaton isn't the first school I have been at! I live in Leeds with my husband, two kids (who are at primary school), and three cats. We all love cycling, running, and days out. I hope you settle really well into High School, I am really looking forward to meeting you all.



7SBU Miss Bunting Teacher of Science

My name is Miss Bunting, and I will be with you throughout your time in year 7. I will always be there to help you and if you ever need to find me then I will probably be in the Science corridor, I am usually the one with a bow or flower in my hair. I am a science teacher, who loves being creative and curious about the world around us. On the weekends I enjoy spending time with my family and friends, whether that means playing games, baking or walking my dog Max.



Key Stage 3 curriculum

Our aim is to create successful learners, confident individuals and responsible young people.

The Academy's Key Stage 3 curriculum has been developed following extensive consultation and development work with curriculum experts from examination boards and subject leaders from a wide range of schools and Academies from across the country. It is based on the new National Curriculum but also contains content that is localised to suit the needs, aspirations and interests of our children.

The curriculum at John Smeaton Academy aims to support the highest level of achievement of all students. The academy:

- Teaches a broad and balanced range of subjects including all the key areas of the National Curriculum.
- Pays particular attention to developing the essential skills in English, Mathematics and Science.
- Prepares every student for life in modern Britain, providing them with the knowledge, skills and confidence to make a positive contribution to society.
- Provides each student with a suitable programme of learning and challenge designed to meet individual needs including special educational needs and gifted and talented.
- The subject overviews are broken down into half termly overviews in order that you can easily gain an overview of what your child is learning in school at any given time.
- The assessment overviews are designed to show you exactly what your child has achieved and enables you to compare this against the age related expectations for an 'average' child in that subject.

When you receive your child's report you will see that they have been assessed as being on a 'step' for each subject. By hovering over that 'step' in the assessment overview spreadsheet, a box will open up showing you exactly what your child has 'done' to achieve this step.

This is the allocated time in a week for each year 7 subject:

SUBJECT	LESSONS
English	5
Maths	5
Science	3
Spanish	2
History	2
Geography	2
PE	2
Art	1

RE 1

Music 1

then study Computer Science, Art, Resistant Materials and Food on a rotation to allow for students to experience a wide range of subject options. In addition to the above, all students will receive five x 15 minute Group Tutor periods each week in which students will focus on humanities in order to support the transition from Y6 and to embed skills that will prepare students for the demands of the new KS4 Science courses. Students will also have a Year Group assembly every week.





Trousers

Boys/Girls. Black school trousers, must be full length and not made from any fabric other than standard trouser fabric.





No jeans, denim, leggings, jeggings or stretchy material. No flares, no skinny style or tight trousers. Tights are never acceptable trousers.





Skirts

Smart, plain black school skirt or pinafore. Knee Length. If tights are worn they must be at least 40 denier.





Skirts must be plain black, not tight or clingy and NOT shorter than the knee. No Lycra or stretchy material. Unacceptable Examples:













Shirts/Ties

White shirt with top button and collar. Top button must be fastened and shirt must be tucked in, all the way round.

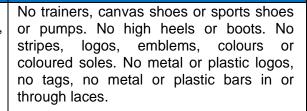
Tie must be worn with school crest showing and top button of shirt done up.

No t-shirts, football shirts under the school shirt.

Shoes boys

Shoes must be plain all black, leather, professional business-like, polish-able shoes, either slip-on or lace-up. Boys' shoes must be plain, black shoes. No logos. No colours.

Examples of acceptable shoes shown below: (particularly popular styles circled green)



Examples below of unacceptable or banned footwear:















Girls shoes

Shoes must be plain all black, leather, professional business-like, polish-able shoes, either slip-on or lace-up. Girls' shoes must be **plain black**, **flat shoes**.

Examples of acceptable shoes shown below: (particularly favourable styles circled green)

No trainers, canvas shoes or sports shoes or pumps. No high heels or boots. No stripes, logos, emblems, colours or coloured soles. No metal or plastic logos, no tags, no metal or plastic bars in or through laces.

Examples below of unacceptable or banned footwear:







Bags

Uniform includes a suitable school bag big enough to carry A4 school books/folder, School Planner, and at least one pen, pencil, ruler and rubber.



Examples of unsuitable bags.









Outwear	
Coats should be sensible, waterproof. All coats/hoodies and non-uniform jumpers should be removed as soon as students enter the building.	Hoodies and hats are NOT permitted and must not be worn under any circumstances. They will be confiscated.
Electronic devices	
Mobile phones should be switched off and out of sight. This also includes smart watches, earphones and music devices.	Any electronic device that is seen will be confiscated in line with the school policy

Academy Uniform

A high standard of personal appearance is expected of all students. Anyone arriving at the Academy wearing incorrect uniform can expect to be placed in isolation for the day or until a parent/carer can bring the correct uniform.

The Academy Uniform is:





Black blazer with Academy logo	Plain black trousers (full length) or knee-length black skirt	
Academy black V-neck jumper	Academy tie	Plain black shoes

- Black blazer with Academy logo and name embroidered onto breast pocket
- Plain black trousers (full length) or knee-length black skirt
- White shirt with standard collar to be worn tucked into trousers or skirt, with top button fastened
- Academy black V-neck jumper with striped collar and embroidered Academy logo and name
- Academy tie to be worn with Academy logo clearly visible underneath the knot
- Plain black shoes, without decoration or logo and **NOT** suede.
- **Jewellery:**Students may wear a watch. All other items of jewellery are not permitted.

What will not be accepted:

- Extremes in hairstyles, hair colours and hair accessories
- Visible piercing
- Caps, hats, hoods and hoodies are not be worn inside the Academy
- Non uniform items worn in the classroom e.g. non uniform tops / jumpers
- Denim or fashion wear including: leggings, jeggings and tightly fitting trousers
- Shoes without backs, trainers, trainer shoes, boots or canvas pumps
- Students are not permitted to wear trainers as an alternative to school shoes for 'medical purposes' unless a letter from a medical professional has been presented to the Pastoral Team.

Equipment for Physical Education lessons:

Boys PE Kit



Outdoor:

- Reversible navy blue / sky blue rugby shirt
- Navy blue football shorts
- Navy blue football socks
- Trainers & football / rugby boots
- Navy blue / black tracksuit bottoms (no zips for rugby)
- Towel

Indoor:

- Plain white t-shirt with Academy logo
- Navy blue football socks
- Navy blue football shorts
- NO TRACKSUIT BOTTOMS
- Trainers (non-marking soles)
- Towel

Girls PE Kit

Outdoor:

- Plain white t-shirt with Academy logo
- Hoodie with school logo
- Navy blue football shorts
- White sports socks
- Trainers
- Navy blue / black tracksuit bottoms
- ¾ length plain sports leggings (navy/ black)
- Towel

Indoor:

- Plain white t-shirt with school logo
- White sports socks
- Navy blue football shorts
- Trainers (non-marking soles)
- ¾ length plain sports leggings (navy/ black)
- Towel

PE is a compulsory subject for all students

- All students are expected to wear the Academy PE kit at all times
- Replica football and rugby shirts are not permitted
- Injuries / illnesses must be supported by parental notes in planners Injuries persisting for longer than two weeks must be supported by a doctor's note
- Injured students are still expected to bring kit and change as they are still part of the lesson. They will take a non-practical role (coaching, refereeing, organiser, scorer, etc.). Obviously, certain injuries will prevent this and the PE department will use their discretion in these cases
- Changing rooms will be locked during lessons though valuables should not be brought into the Academy on PE days
- We strongly recommend that all PE kit is clearly labelled with the student's name
- Details of all extra-curricular sporting practices, fixtures and match reports are available on the Academy's VLE in the section allocated to the PE department.



Academy Uniform Suppliers

This year the uniform will be available to order from **Whittakers** through the Academy or online directly from **Whittakers**.

Please note that only genuine items of uniform may be worn and these cannot be purchased from any other outlet or shop.

Contact supplier details:

Whittakers School Wear 3/5 Town Street Farsley, Leeds, LS28 5EN West Yorkshire.

Tel: <u>0113 256 6020</u>
Opening Hours:

Monday to Saturday: 9.00am to 5.00pm

Sunday & Bank Holidays: Closed **Website:** Whittakersschoolwear.co.uk



Equipment

It is essential that every student has the following equipment with them at all times throughout the school day. All equipment is available to buy at our school shop, which is open in tutor time and lunchtime. A fully equipped pencil case can be purchased for £1.50 (this excludes the scientific calculator and dictionary).

Equipment required each day	Cost in school shop
A bag large enough to carry A4 size books	not available
Pencil case	50p
Pen x2 blue/black	5р
Purple and Green pen (replacement)	30P each
Pencil	5p
Ruler	10p
Rubber	5p
Sharpener	5p
Purple pen (this is used for self-assessment and improving work after marking)	10p
Highlighters x2 (not pink)	20p
360° protractor	20p
Compass	30p
Casio FX85GT Plus Scientific Calculator	£7
Dictionary	£4
Reading log (replacement)	20p
Full equipment set	£13.25

Attendance

At John Smeaton Academy achieving good attendance and punctuality is a high priority.

Students who do not attend school cannot take advantage of educational opportunities and rarely achieve their potential.

We expect students to achieve 100% attendance during an academic year.

Parents and teachers share the responsibility for ensuring absence rates at John Smeaton Academy are minimised. As a parent, you have a legal responsibility to make sure that your child gets a full time education between the ages 5 and 16 years old. If your attendance falls below our minimum expectation then actions will be taken by the Academy to ensure attendance improves. If there are no improvements, these actions could ultimately lead to prosecution. You can be fined up to £2500 or imprisoned if your child has a poor attendance record. You could also be given a Parenting order, which means you will have to attend a parenting class.

Absences

First Day Contact:

If your child is absent this must be for a valid reason. Don't give into your child if s/he complains of illness but you see no physical signs. If you are unsure, send him/ her to school with a note of explanation and a contact number, should school need to contact you.

On the each day of absence, you must ring the academy's attendance line before 8.45am and give the reason for your child's absence. If we have not heard from you on the number below, before 9am, a member of the Attendance team, may visit you at home. If your child's attendance is below our expectation and you have contacted school, a welfare visit may still be completed.

Please ring the Academy Absence Line on <u>0113 831 3990</u> to report any absences, if a voicemail message is left, it is picked up immediately.

Please do not contact any other member of staff to report an absence and only leave a voicemail message on the attendance number above, as doing so will delay your message being received by our Attendance Officer's and you may receive a home visit.

Return to the Academy

On the first day of your child's return to the Academy after an absence you must provide a written note in their planner to confirm the reason for absence, even if you have already contacted school during the absence. This note must be presented to the attendance team.

Please be aware that if you have multiple or prolonged absences you will be required to provide medical evidence note to support the absence. We reserve the right to refer you to the school nurse if absence through illness is a regular feature of your attendance.

We will not authorise any further absences if your attendance falls below our minimum expectation, without medical evidence being provided.



Dental/Medical Appointments:

You must make sure that medical and dental appointments are made out of school hours, or where that is not possible, that the appointment does not mean you miss more than a single session (half a day - am or pm) through this absence. Please provide evidence of your appointment to the attendance team.

Leave of absence during term time

Under current regulations, Statutory Instrument 1995 No 2089 The Education (Pupil Registration) Regulations 1995, schools have discretion in exceptional circumstances to grant a leave of absence in term time. Parents are not entitled to remove children from school for holidays. A leave of absence must be applied for, and the decision to authorise the request rests entirely with the Head teacher.

You must inform the academy if you wish to apply for your child to have a leave of absence in term time. You must do this, by completing a Leave of Absence form, which can be requested from the attendance team. Once completed, please return this back to the attendance team for this to be processed.

If the leave of absence is not authorised and the students is absent for more than 10 days the Academy may take steps to remove the pupil from the school roll.

If the request is granted and a student fails to return at the expected date the Academy may take steps to remove the pupil from the school roll.

Where permission is refused but the Student still takes the leave this will be recorded as an unauthorised absence. Unauthorised absences may lead to a Fixed Penalty Notice being issued, this being a minimum of £60 (per parent).



Consultations & Reports

Review Evening

You will be invited to two parent and carer evenings during the course of the academic year.

SEND students will also be invited to additional drop in sessions to allow for parents and carers to meet with both the subject teachers and SENCO.

Parents evening/SEND drop in	Date	
16 th September 2020	Year 7 Welcome Evening	
11 th November 2020	Year 7 Parents Evening	
23 rd June 2021	Year 7 Parents Evening	

These evenings provide an important opportunity to speak with subject teachers to establish how your son or daughter has settled into secondary school and the amount of progress they are making in their studies. It is also an opportunity to find out what support strategies you can employ at home to assist their development and progress.

Assessment of Progress

Your child will be assessed in all subjects each term. A progress data sheet will be issued to show how much progress your child has made towards their target grade and give them a score for their attitude to learning.

Cashless Catering

The Academy operates a cashless catering system. Each student will have an individual account containing their name and photograph.

The account will need money allocated to it and this can be done in school.

Students can load money on the re-val machines before school, at break-time, lunch-time or after school. This will put credit onto their account to purchase food and drink at break and/or lunch.

Students who are on free school meals will have the allocated amount put onto their account on a daily basis before break. This does not preclude them from putting additional money onto their account should they choose.

Any money put on the re-val machine that is not spent that day will be carried forward but the free school meals will only have the allocation for the day and any under spend cannot be carried forward.

Students will be given details of all the procedures with regard to the cashless catering system and will be made fully aware of all procedures during their induction on the first day of term.

Parent Pay

All parents must use our e-payment method to pay for dinner money, trips, events and specific equipment required for some courses. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo. This will take effect as from September.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the Add a child tab on your home page. This can be done once you receive an activation code and username which will be sent out via letter approximately 2 weeks after their start date.

New to ParentPay?

Once your child starts at John Smeaton Academy, we will sent out the activation usernames and passwords to you via letter, this will give you detailed instructions on how to activate your account, you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

Unfortunately, we are unable to send the letters out prior to starting in September. To ensure your child has money for their lunches for the first week or so, can we please request that you send cash in until you have set-up the ParentPay account or a packed lunch.



