



A LEICESTER CITY COUNCIL MAINTAINED SCHOOL



SIR JONATHAN NORTH COMMUNITY COLLEGE

Knighton Lane East, Leicester LE2 6FU

**SPECIALISMS IN VISUAL ARTS, SCIENCE WITH MATHEMATICS
AND APPLIED LEARNING**

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Dear Parents

We hope that you will find the attached information useful. Our experience is that close partnership with parents, excellent relationships and frequent communication between home and College are very useful to students when they transfer to Secondary School.

I look forward to meeting you and to your daughter's transfer to Sir Jonathan North Community College.

Yours sincerely

Alison Merrills
Principal



Science



arts
colleges



APPLIED
LEARNING

Important Dates for Year 7 Parents

Term Dates

2010 - 2011

Autumn Term	
College Opens	Thursday 2 September 2010
Year 7 Outdoor Activities Day	w/c 27 September 2010
Year 7 Parents' Evening (Meeting with your daughter's tutor)	Thursday 14 October 2010
Year 7 Progress checks	Wednesday 10 November 2010
Half Term	Monday 18 – Friday 22 October 2010
College Closes	Tuesday 21 December 2010

Spring Term	
College Opens	Thursday 6 January 2011
Half Term	Monday 21 – Friday 25 February 2011
College Closes	Friday 15 April 2011

Summer Term	
May Day	Monday 2 May 2011
College Opens	Tuesday 3 May 2011
Year 7 Reports	11 April 2011
Half Term	Monday 30 May – Friday 3 June 2011
Year 7 Parents' Evening (Full Parents; Evening – meeting with all subject teachers)	Thursday 23 June 2011
College Closes	Friday 15 July 2011

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1. Your child's first day.

Start of term.

Term starts for students on Thursday the **2nd September 2010**. Registration for Year 7 students is at 8.30 so girls should be on site at about 8.20am. On the first morning, students should go straight to the main hall.

Induction Day.

On the first day of the school year your daughter will be doing some induction activities to ensure that she gets to know the other girls in her tutor group and is well prepared to start work and know clearly what is expected of her. She will start her normal timetable of lessons on the **3rd of September 2010**.

What to wear.

College colours are navy blue, black and white. Students may wear:

- Navy blue or black skirt **or** tailored full-length trousers (no jeans or denim-like material, no cords, tracksuit bottoms or cut-offs please).
- A plain white blouse or polo shirt **with a collar** should be worn and a **plain** navy or black cardigan, sweater or sweatshirt with no logo. Supermarkets such as **ASDA** sell good quality clothing appropriate for school.
- Students may wear a salwar kameez in plain black or navy. A white polo shirt with a collar or a white shirt should be worn underneath this and the collar should be worn outside.
- Shoes should be navy blue, dark brown or black and heels must be appropriate for wearing around the College.
- You may choose to buy a sweatshirt with the college logo which can be purchased from **John Cheattle at 42 Charles St, LEICESTER. (0116 - 2990909)**
- Students may wear headscarves in plain navy blue, black or white only.
- Students should have a warm, waterproof coat for outdoor use.
- Students may wear a small pair of earrings (one in each ear), a watch and one small nose stud. No other jewellery will be permitted.
- Students may not wear noticeable makeup.

IN IS EXPECTED THAT ALL STUDENTS WILL FOLLOW THE SCHOOL DRESS CODE. YEAR 7 TUTORS WILL CHECK UNIFORM REGULARLY. Students are NOT ALLOWED to wear trainers in College, except in PE lessons.

2. Equipment - what does your child need to bring to school?

What to Bring:

The basic essentials which she will need to have **every day**:

- A pen, pencils, rubber, a 30 cm ruler, glue stick, felt tips and pencil sharpener will be needed for most lessons. **Other equipment is listed below.**
- A strong bag in which to carry books and equipment.
- Dinner money or Free School Meal pass. If your daughter must bring money to school she should wear a purse with a shoulder strap that can be worn under a jumper or a zipped money belt. Her purse and bag must also be named.

What equipment or books do I need to buy?

The following is a list of items that you will need to provide for your daughter, in addition to the basic essentials:

English - No essential items but a dictionary and a thesaurus would be useful for your daughter to use at home.

Mathematics - A pair of compasses, a protractor and a basic calculator.

Science - A basic calculator (same as for maths).

Humanities - Coloured pencil crayons.

Expressive Arts - Students will need to bring their PE kit for dance lessons. An A3 folder / A4 sketchbook (available from College), pencils (2B and 4B), pencil eraser and pencil crayons are needed for Art.

Languages - Students need to purchase a *Metro* workbook at about £2.00 each (available from College).

Technology - Students need to purchase a Year 7 ICT folder and book for £2.00. (available from College)

Students also need to purchase their Design Technology projects to cover the costs of making them.

PE Kit. A white top, blue / black shorts / jogging bottoms, white socks and trainers. They should also have a blue or black jumper (not the same one that they wear during the rest of the day).

All clothing should be clearly marked with your child's name.

ALL jewellery must be removed or taped over during PE and dance lessons for safety reasons.

3. Transport - How will your child get to school?

Many students take a bus or walk to school. Please contact *Arriva* for information about bus routes and times. The phone number of their 'Travel Line' is **0870 6082608**.

Students may use a bicycle to get to school. There are bicycle racks available. You will need to supply your own lock and chain to secure the bicycle. Students should wear a bicycle helmet for their own safety.

If you choose to drive your child to and from school, please be aware that the staff and visitor parking lot or school drive should NOT be used for collecting your child or turning your vehicle around. This is to ensure student safety. Students should be collected away from the school entrance. Students must use the traffic lights for crossing the road. Please refrain from blocking the school entrance, parking on yellow lines or blocking the driveways of residents on Knighton Lane East..

4. Making contact with the school.

Your daughter's tutor is the main point of contact for parents, students and staff. Any more serious concerns should be directed to the Year Team Leader, who can also discuss any issues about your daughter and her school career. The Year Team Leader will liaise with Senior Management as appropriate. It is helpful if you contact the college first and make an appointment if you would like to see a member of staff, as all teachers have lessons during the day and may not be available to meet you immediately.

5. Behaviour Expectations

Behaviour expectations are made very clear to all students. The SJNCC Behaviour Code is displayed in every classroom and all students are expected to follow it. Normal procedure is that if a student chooses not to follow the rules she will be removed from that lesson and will work at the back of another classroom on the first few occasions. You will be notified by letter when this happens and the student may be placed on report. If there is a sixth incident, she will have an internal exclusion, working in supervised isolation from 10.30am until 4.00pm in the Inclusion

Centre. If she is removed from lessons seven times, she will be given a fixed term exclusion.

Students will be expected to enter classrooms quietly, settle quickly, have the correct equipment and follow all instructions.

It is important to note that very few students are removed from lessons. Most students end up being eligible for rewards. If a student is finding it difficult to follow the School Behaviour Code, we will support her and work with parents to improve her behaviour.

Bullying.

Bullying in any form is not tolerated at College. Any concerns should be directed to the Year Team Leader as soon as possible. Students can also attend FAB (Friends Against Bullying).

Rewards for good behaviour

Sir Jonathan North Community College is a school that recognises success and rewards good behaviour. Key Stage 3 Students are awarded merits for good work in lessons. Students record their merits in their planners and once they have accumulated enough merits they receive certificates. In order to receive certificates, students have to earn the following numbers of certificates:

15	Bronze Certificate
30	Silver Certificate
50	Gold Certificate
75	Platinum Certificate
100	SJNCC Award

Students are also awarded certificates for good attendance each term.

95%-97%	Bronze Certificate
97.1% - 99.9%	Silver Certificate
100%	Gold Certificate
100% with no Lates	Platinum Certificate

At the end of each term, student's attendance (minimum of 90%), Punctuality (fewer than 5 lates) and Behaviour will be reviewed. Those

students who meet the criteria are eligible for the end of term reward event. The Year Team Leader will organise a reward event appropriate to the year group.

6. Student health

A First Aid Officer is available to deal with any **emergency** medical concerns that arise during the day. She is available in the medical room before school, during break, the first half of lunch time and after school for 10 minutes. In the case of a medical emergency, your daughter will need to report to student reception who will then contact the First Aid Officer. If your daughter is judged to be too unwell to remain at College, we will contact you (or the named person on the contact form) and arrange for your daughter to be collected. **It is important, therefore, that if you change your address or telephone number, you let us know in writing.** The school is unable to distribute pain killers. If your daughter is likely to need to take this during the day, she should carry 2 tablets on her person.

Please ensure that you have informed the school in writing about any health issues or concerns. Please do not rely on information automatically being transferred from the Primary Schools as on occasion there might be a delay in the transfer of files. Your daughter is allowed to bring medication into College. All medication eg spare epi pens, spare inhalers should be handed in to the First Aid Officer for safe-keeping.

Drinking water.

Students are allowed to have a clear bottle of drinking water with them during lessons. They must keep the bottle in their school bag during lessons like Science and ICT for health and safety reasons. Bottles must be clear and have a "sports bottle" type top. Drinking water is also available at school. Bottles can be filled before school, after school and during break and lunchtimes only.

7. Attendance and Punctuality

The morning session begins at 8.30am and the afternoon session at 1.55pm. Please ensure that your daughter is always on time for registration. OFSTED considers 90% attendance to be the minimum acceptable, although, clearly there would be exceptions in the case of a genuine serious illness. If your daughter is ill, please contact the College to tell us and keep us informed if the illness last more than 2 or 3 days. If you have not contacted the office, a note must be written to your daughter's tutor explaining any absence and brought in **on the day of her return**. The school phone number is 0116 270 8116.

Medical Appointments. Students are not allowed to leave the College during the day unless a note is brought from home in advance. We ask you to make doctor's and dentist's appointments outside College hours where this is possible. If your daughter needs to go to a medical or dental appointment during the day, **she must obtain a pass from her Year Team Leader and sign out at the office**. We can only issue passes on receipt of a letter from home.

Holiday Requests.

Parents are strongly advised NOT to request holidays during term time, as this hampers students' learning and progress. If this is unavoidable, you must complete a holiday request form, available from the Year Team Leader, **well in advance of the leaving date and before either flights or holidays are booked**. The Principal will consider your request and will take into consideration your daughter's attendance record, which must be at least 90% before we will consider authorizing a holiday. A maximum of 10 days **only** can be authorised as a holiday absence. No holidays will be agreed to in Years 10 and 11. Unfortunately we are unable to set work for your daughter if she is absent due to holiday.

8. Classroom and tutor group organisation.

Primary Schools are asked to give information regarding friendship groups. As far as possible these are accommodated within tutor groupings. If you have a concern, please raise it with the Year Team Leader **by the end of the week following Transfer Day**. It may not be possible to change tutor groups but we will do our best to accommodate requests. Students are grouped according to ability in many subjects from half term. Your daughter will also be taught within her tutor group

for a number of subjects. At the start of term, students are tested for their reading and spelling ability. They are also CATs tested (quantitative, verbal and non-verbal abilities). Consideration is also given to Teacher Assessment from Primary School, KS2 SATs results and Teacher Assessment in College.

9. Reports on your child's progress.

Formal contact is made four times during the year in year 7. There is a **Year 7 Parents' Evening** in the first term where you will meet with your daughter's tutor. There is also another Year 7 Parents' Evening in the third term when you will have the opportunity to make an appointment with your daughter's subject teachers. Your daughter may attend these meetings if you wish. You will receive a brief **progress report** in the first term, which will reflect your daughter's achievement and effort. A more detailed **report** will be sent home with your daughter in the third term. You are welcome to contact teachers in college if you would like to discuss your daughter's progress.

10. Curriculum information.

Swimming.

All Year 7s will take part in swimming during PE for half a term. There will be a nominal charge for this. As with all subjects, swimming is a part of the National Curriculum and, as such, is not optional. All students will be expected to take part, as with all lessons. Students are expected to wear their own swimming costume. In some cases, students may wish to wear leggings and a long sleeve t-shirt over the swimming costume. We try to ensure that the swimming pool environment is female only and changing room facilities include individual cubicles

Your daughter will take part in a library lesson once a week during Year 7. She will be allowed to use the library before school from 8.00am, at break and lunchtimes if she arrives in the morning and asks for a library pass. The first 50 students to request a library pass for each session will be allowed into the library. A library pass will need to be collected on the morning of the day that she wants to use the library and will need to be handed in when she enters the library. Your daughter may also use the library after school until 3.30pm. There are **no charges to use the**

library. She will need to use her Student ID card to take out a book. If this is lost it will cost 50p to replace.

Curriculum information is available on the College website. -
sjncc.leicester.sch.uk

11. Homework

A homework timetable is drawn up in consultation with the Curriculum Team Leaders. A copy of your daughter's homework timetable will be sent out to you at the beginning of the academic year, together with a letter from the Year Team Leader and Principal reminding you of the College's expectations and procedures in relation to homework. In Year 7 your child should spend about 20 minutes on each subject. She will only have homework for 2-3 subjects per night. Her homework and a copy of her homework timetable will be recorded in her homework planner.

Student Planners. All students are issued with a student planner at the start of the year. These are used to record their timetable and homework. If used properly, the planner is a major help in ensuring that a student is well organised and prepared. For this reason we ask you to check and sign the planner on a weekly basis and talk to your daughter about how she is managing her work.

The learning mentors run homework clubs twice a week, once after school and once during lunch. Your daughter should consult her tutor or year group notice board for more details.

12. Support for your child.

English as a Second Language.

Appropriate support is provided by the Learning Development Faculty.

Year 10 Student Mentors.

Your daughter will have today met her Student Mentors, a small group of girls who will be in Year 10 next year. They have been trained to be available to offer any support and guidance that she may want. Student mentors will visit tutor groups once a week for the first half of the autumn term. They will lead discussions on a variety of topics relevant to

transition into Year 7. Girls can arrange to meet their Student Mentors as few or as many times as they choose.

Learning Mentors.

Rasila Nayee is the learning mentor responsible for Year 7 transition. Primary schools have already identified students who they feel will benefit from extra support at the start of Y7. If you feel that your daughter is struggling to settle into secondary school or could use some extra support for another issue, please discuss this with your daughter's Year Team Leader.

13. Trips and Visits

Students have the opportunity to go on a number of visits during their five years at SJNCC. During Year 7, students will participate in an Outdoor Activities Day. They will also have the chance to be involved in training as a FAB (Friends against Bullying) leader, the FAB Conference on Bullying and humanities trips. At the end of the year, all students who have behaved well and have good attendance and punctuality will earn the opportunity to go on a day trip as a reward for their efforts. Students might also be invited to go on a trip as a part of their year group reward system. Many trips and visits require that parents / carers make a voluntary contribution in order that they can proceed.

14. Mobile phones and valuables.

Students are not allowed mobile phones in school. Your daughter should not need to use a phone during the school day. In case of emergency, her Year Team Leader can give permission for her to use a phone at school. If a phone is seen or rings during a lesson it will be confiscated and stored in the College safe until collection at the end of the school day. Parents will be notified by letter if this happens. Students who have their phone confiscated three or more times will not be able to collect their phone. A parent will need to collect the phone from reception on their behalf. Students should not carry large sums of money at school or other valuables such as MP3 Players. These items are not allowed to be used in lessons or in the corridors. Jewellery should not be worn. **It may not be possible to investigate the loss of a valuable item, due to limited resources.**

Lockers. There are some lockers available to students. Priority is given to Year 7s on a first-come-first-served basis. The cost of the locker includes a refundable deposit when the key is returned at the end of the school year.

15. Lunchtime arrangements

Students may choose between a packed lunch and a school dinner. Some students are entitled to a free school meal. You may also give your daughter written permission to go home for lunch. When a parent gives his/her daughter permission to go home for lunch they will need to take responsibility for her during this time and ensure that they arrive promptly for afternoon registration. Students are not allowed to spend lunchtimes on Knighton Lane East, they must move away from the school area for the whole of lunchtime. Students who abuse this privilege may have their permission to go off site for lunch withdrawn. Any changes to your daughter's dining arrangements must be made in writing and handed in to her tutor.

Free School Meals.

Students who are entitled to a free school meal should collect the appropriate form from reception. It is the responsibility of the parents to claim for free school meals. The school does not deal with free school meal claims. You will therefore need to ensure that your application is made and your entitlement assured before the start of the school year. Late applications will mean that your daughter will not be able to receive a free school meal.

Break and lunchtime supervision. There are teachers on duty around the school during break time. During lunch there are lunchtime supervisors on duty. Year 7s will be allowed to access the dining hall 10 minutes before the rest of the College. Students are not allowed in the school building during lunchtime and break time unless it is raining. Students are allowed to collect library passes for break and lunchtimes. Year 7s are encouraged to stay on site during lunchtime to take advantage of the various activities on offer.

Lunchtime or after-school clubs.

The PE faculty has a range of **lunchtime and after-school sporting clubs** which your daughter can join depending on the season. Expressive Arts offers the opportunity to take part in the **Choir**. There is also an **annual production** for which students are encouraged to audition. There are a variety of **after-school clubs including Digital Art, Science Club, Amnesty International**. The LRC runs an after-school **homework club** on Thursday afternoons. Participation in most clubs is free. The 2209/10 programme will be published to all tutor groups in the first few weeks of term through the student bulletin read out during morning registration every morning. You can find out about many activities from the weekly newsletter, *This Week*, which your daughter will bring home each Friday. Other places where your daughter can look are the subject notice boards and by speaking to subject staff. **Most activities are free and are open to everyone**. Expressive Arts **lunchtime clubs are also free**. Additional visits or workshops may have cost implications, which will be made clear. Other faculties run voluntary lunchtime clubs at various times of the year.

16. Instrumental lessons - Arts in Education.

Contact names and telephone numbers;

Ms H. Paris SJNCC Tel. 2708116

Ms G. Warne Arts In Education Tel. 2700850

Lessons with Arts in Education are taught at the College and at the Knighton Fields Centre at Herrick Road. If you would like your daughter to begin (or to continue) lessons with Arts In Education tutors, this can be arranged ready for the start of term.

If you are continuing with lessons, or have already spoken to Ms Warne at Arts In Education, then your daughter's name will have been listed on the transfer sheet sent by Arts In Ed. and we will have already contacted you by phone to check your details.

However, if you wish your daughter to start having lessons when she joins SJNCC then you need to let both MS WARNE AND MS PARIS (Head of Music at the College) know by telephoning or by writing to them with details of:

1. Your daughter's name & date of birth, and your surname-if different.
2. Address

3. Phone number
4. Instrument played
6. Grade/level achieved
7. Whether your daughter is on the Free School Meals register when she comes to us.

Without the above information it will be impossible to process your request for lessons.

The following information gives details about the conditions regarding instrumental tuition at SJNCC.

Please read this section carefully, and you will find all the answers to any questions that you may have, regarding instrumental teaching at the College.

1. Tutors come into the College from 8.30 in the morning, and sometimes work until 5pm in the evening.
2. Lessons take place in the Dining Hall Practice Room and could be scheduled on any day between those times, depending on the Tutor's timetable.
3. Lessons take place once a week, and where possible, a rota is set up, but this is not always possible as it depends on the number of students involved. In fairness to all pupils **fixed lesson times** cannot be arranged.
4. On days when the College is closed for staff training (often known as Teacher Days and used as a holiday for pupils) Arts In Education would expect your daughter to come in for her lesson and they will charge you for that lesson whether your daughter attends or not.
5. You will be invoiced once a term by Arts In Education for lesson fees. We do not have any part in this process, it is an arrangement between you and Arts In Education. They do not give refunds unless they have to cancel the lesson.
6. At SJNCC we will subsidise 10% of the lesson costs, or fully fund the cost if your daughter is on our Free School Meal list. We will also fund 50% of the lesson fee if your daughter has achieved a pass at Grade 5 with any of the Music Examining Boards.

7. We will not pay anything other than lesson fees as stated in point 6, and therefore any music, strings, reeds, exam entry fees, hire of instruments etc. is the responsibility of the parent/carer.
8. We will accommodate your daughter and her Tutor in the college for her lesson, organise a time-table and lesson rota where applicable, and give her a photocopy of her lesson times for each term.
9. She will need to listen to the Student Bulletins read out to her each day in registration time, as lesson information at the start of the term is passed on to her in this way. There will also be a printed information sheet in her class register and on the display boards outside D7 Music room.
- 10 .As a College we would expect our pupils playing orchestral instruments to contribute to our musical activities ie. be part of the College orchestra, when we feel they are at an appropriate level, and to participate in musical ensembles for College concerts and events.
11. Your daughter's instrument may be safely stored during the day of her lesson in the Dining Hall Music Practice room. There is a lock for which she will be given an access code, so there is no need for her to carry her instrument around all day!
12. We would advise that your daughter's instrument is insured, clearly labelled and NOT LEFT on the premises overnight as we cannot take any responsibility for damaged/lost/stolen instruments.

Table of Costs (before 10% reduction)

£11.20 for a 20 minute individual weekly lesson.

£16.35 for a 30 minute individual weekly lesson.

£21.70 for a 40 minute individual weekly lesson.

£5.80 each for two sharing a 20 minute weekly lesson or three/four sharing a 30 minute lesson.

£8.45 each for two sharing a 30 minute weekly lesson

If you or your daughter are unsure about any of the above information, then please do speak to Ms Paris at the College.