



**John Kyrle High School**  
**& Sixth Form Centre**

**Year 7 Handbook**  
**2019 - 2020**

**A guide for Students & Parents/Carers**



# Welcome to JKHS!

You probably have many questions about school life at John Kyrle. This booklet will hopefully answer those questions and help you during your first few weeks here.

Read it carefully and keep it in your schoolbag in September, so that you can refer to it any time at school or at home.

## Index

Absences .....	6	Reports.....	5
Achievement points.....	4	Rewards.....	4
Behaviour .....	5	Rules & Expectations .....	7
Break-times .....	11	School Council .....	13
Canteen.....	11 & 12	Schoolbag.....	7
Clubs .....	11	School Day Times .....	3
Homework .....	4 & 13	Setting.....	4
Jewellery .....	9 & 10	Support Services Team .....	6
Lessons.....	3	Timetable .....	4
Lost Property.....	13	Transport.....	8
Lunchtime .....	11 & 12	Tutor groups .....	2
Map.....	14 & 15	Uniform.....	8, 9 & 10
Mobiles phones.....	8	Who's who .....	1
PE kit .....	9	'What do I do if...?' .....	13
Pencil case.....	7		
Progress Review .....	5		

# Who's who?

**Headteacher:** Mr Griffiths

**Operational Headteacher:** Mr Boyd

**Deputy Headteacher:** Mr Burton



**Assistant Headteacher, SENCo,  
Head of Lower School:**  
Mrs Clarke



**Head of Year 7 (2019 –20):**  
Mrs Markey



**Head of Year 8 (2019-20):**  
Mrs Knapper



**Lower School Pastoral Support Officer:**  
Mrs Stock

**Mrs Clarke** is the head of lower school (Year 7 and Year 8). She is responsible for the welfare and education of the lower-school students. She often visits the primary schools and organises the very important move from Year 6 into Year 7. Mrs Clarke is also the SENCo and an assistant headteacher.

Other members of the lower school 'team' include:

**Mrs Markey** who will be the head of Year 7 for September, 2019 and **Mrs Knapper** who will be the head of Year 8 for September, 2019.

**Mrs Stock** is the pastoral support officer for the lower school.

When students join John Kyrle they are put into **tutor groups** with a tutor who is responsible for the well-being and academic progress and achievement of all students in that group. The group consists of both boys and girls of the same age who have a range of abilities and skills. Students usually remain in the same tutor group (hopefully with the same tutor) during their five years at John Kyrle (and possibly on into the sixth form). Each tutor group will have a tutor room where they go at the start of the school day and after lunch to register. These rooms are used during the rest of the school day for teaching so it is important they are kept clean and tidy and possessions are kept with students.

Mrs Clarke organises the tutor groups in May each year. Primary school staff are contacted with regard to friendship groups.

Only Years 7, 11 and the lower sixth form will be in school on the first day of term, which is **Wednesday 4th September, 2019**. You will need to come straight up the drive to the lower school yard. At 8.45am the whistle will blow and students will be escorted into the building. Students will be welcomed by Mrs Clarke, the head of year and the Year 7 tutor team.

# School Day Times

Registration or Assembly	8.45am
Lesson 1	9.00am
First Break	10.00am
Lesson 2	10.15am
Second Break	11.15am
Lesson 3	11.30
Lunch Break	12.30
Registration	1.15
Lesson 4	1.20
Changeover	2.20
Lesson 5	2.25
School ends	3.25

A bell will ring at the beginning and end of each lesson and at the end of each break and lunchtime.

Year 7 students go to lunch at 12.00pm for the first week in September.

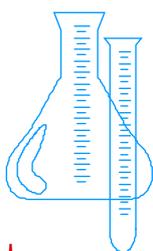
## Lessons

You will have lessons in the following 12 subjects, with a different teacher for each subject who you will meet in September. Don't worry, you will soon learn who they all are.

**English**

**Maths**

**Science**



**Geography**

**Modern Foreign Languages**

**Computer Science**



**History**

**P.E**

**Music**



**Art**

**R.E**

**Design & Technology**



You will also have dedicated reading lessons - bring a good book! Or borrow one from the school library as part of the Accelerated Reader programme, which all Year 7 students follow.

A two-week **timetable** operates at John Kyrle. There are five lessons (periods) in a day so that each student attends 25 one-hour lessons each week. The core subjects (English, maths and science) have more hours than any other subjects.

You will be given a printed copy of your individual timetable on your first day which will tell you what subject you have in which period, who your teacher for that lesson is and which room you have to go to (see **school map** on the back page).

The work you do will build upon the work done at your primary school. You may find some of it hard and some easy. Some subjects may be new to you.

You will need to be examined on the work you have done to date. You will be told well in advance and there will be plenty of advice available to you.

## Setting

English, maths and science are taught in sets. The initial sets are based on SATs results and the Year 6 teacher assessments. They can be changed throughout the year and are regularly reviewed. All remaining subjects are taught in mixed-ability groups and as a tutor group.

## Homework

A Year 7 student can expect to receive between one and three pieces of homework per night. Each homework should take approximately 20 minutes. Teachers may also set larger tasks for you to complete over a longer period of time.

Teachers set homework on a website called 'Show My Homework'. You will be taught how to use this in your computer science lessons and tutor time. It also tells you when homework is due in, so it is easy to keep it all organised. Your parents/carers have access to it too so you won't forget it.



## Rewards

A **points** system operates at John Kyrle. Students receive achievement points from members of staff for effort and progress.

The headteacher also sends postcards home to individual students who have excelled at a particular aspect of their school life.

# Progress Review

Progress review evenings take place throughout the year. An initial “meet the tutors” evening provides an ideal opportunity for parents/carers to get to know the school. We will send two **reports** home over the year, as well as offer the opportunity to meet subject teachers at the review evening.

Teachers provide regular feedback to students during lessons and also as part of the assessment procedure. Each student is given a potential GCSE outcome grade for each particular subject. The grade is generated as a result of the Year 6 ‘SATs’ and the Year 7 ‘CATs’ (Cognitive Ability Tests). The grades are aspirational.

***Should parents/carers require any additional information, they are encouraged to contact their child’s tutor or head of year.***

## Behaviour

The very highest standard of behaviour is expected from all students within the school. Praise and rewards are encouraged. At times however, it may be necessary to issue an appropriate sanction:

- ◆ Subject teachers deal with any incidents which may occur whilst students are in their classroom and log a behaviour point. If the situation becomes serious, the head of department may become involved. The head of year tracks concerns via the points system.
- ◆ Should a member of staff have any particular concerns about a student, it may be appropriate for them to communicate with their parent/carer.

OFSTED visited our school in March, 2017. The OFSTED team found that:

***“Pupils are well behaved, polite and friendly.”***

***“...pupils are very well prepared for life after school. JKHS are successful in their aim to develop young people who are ‘happy, healthy and successful’.”***

***“All pupils who spoke with inspectors confirmed that they feel safe in school. They said that bullying is rare and dealt with well by adults.”***

# Support Services Team

The support services team caters for those students who have particular learning needs. Attention is paid to the code of practice in the identification and assessment of students with special/additional educational needs.

The special educational needs coordinator (Mrs Clarke) works closely with parents/carers to ensure that the needs of the student are met.

Extra literacy groups and breakfast clubs also provide invaluable support to some students.

All children are treated equally. Ofsted praised our high-quality support:

*“A strong focus on maximising pupils’ academic progress, while providing care and nurture, is seeing pupils thrive.”*

*“Extra support is well targeted to where it is most needed and it is having an increasing impact.”*

## Absences

If you need to visit the doctor, or dentist for instance, **we would prefer it if the appointment could be made after the school day, or after morning or afternoon registration.**

If this is not possible, a note from your parent/carer must be given to your tutor/head of year **before** you leave the school premises. Your head of year will then issue you with a pass to leave school. You must go via reception as you leave school in order to sign out.

If you are ill, or cannot come to school for any reason, your parent/carer must phone or email us **daily** - tel: 01989 760395, email: [studentabsence@jkhs.org.uk](mailto:studentabsence@jkhs.org.uk) - and tell us what the problem is.

If you arrive at school late, and therefore miss registration, you need to sign the late book for your year group. These are located in the WyePod .

**Leave of absence during term time will not be authorised by the headteacher unless there are exceptional circumstances.**

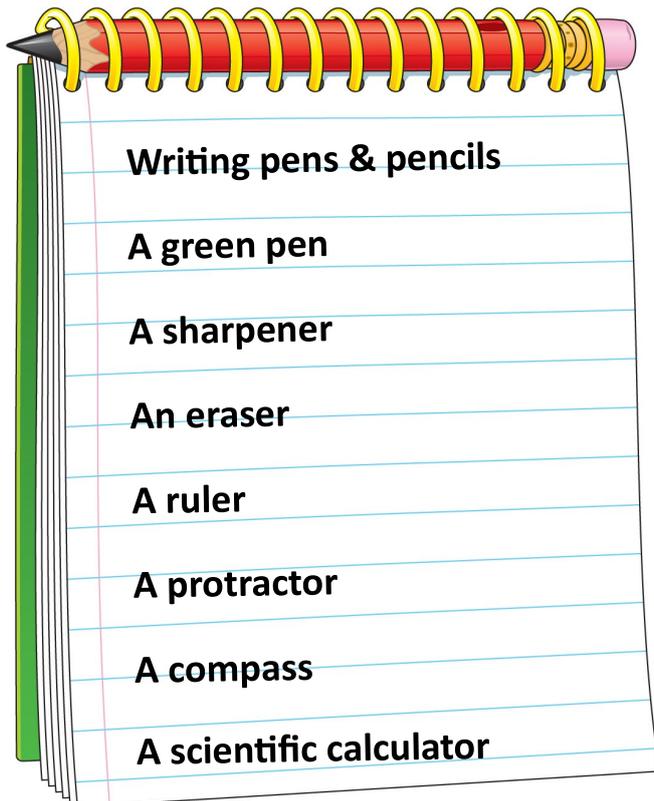
***Good attendance is the key to success at JKHS***

# Rules & Expectations at JKHS

You will probably find the way things work at high school is quite different from your primary school, so listed below are some things you will need for John Kyrle and some points to remember. **If you are ever unsure what to do ask your teacher or tutor.**

- ◆ You will need to bring your own **pencil case** to school every day.

**It should contain:**



- In addition to the items aside, you may find it useful to have:
  - \* **A glue stick**
  - \* **highlighter pen**
- Scientific calculators can be purchased from the maths department, along with other items of stationary.

- ◆ **Schoolbag** - You will need a **rucksack** to carry your books etc. This should be packed each day with your pencil case, a reading book (one from home or you can borrow one from the school library) and the books needed for that day's lessons. You should take your bag into each lesson with you, unless told otherwise by your teacher (eg food technology lessons). **Handbags and shoulder bags are not allowed.**
- ◆ It is **really important** to name everything - pencil case, bag, PE kit, uniform (especially your sweatshirt/jumper), coat, shoes etc - so that any lost items can be returned to you.
- ◆ At the beginning of each lesson you must wait quietly outside the classroom until you are told to enter by the teacher. At the end of the lesson you must wait until the teacher tells you to leave.

- ◆ Please remember to go to the toilet during break and lunchtimes.
- ◆ Only wear items of **school uniform** to school and try to keep it smart at all times.
- ◆ **Mobile phones** may be brought into school but must be used responsibly. Year 7 students are permitted to make a phone call from their head of year's office should they need to (eg to alert a parent/carer of an after-school club).  
Any mobile phones which are brought to school should remain switched off during lesson times and should be kept at the bottom of your school bag. It is the responsibility of students to look after their phone.  
Students should place their mobile phones in the valuables 'safe box' during PE lessons.

## Transport

Students travelling to school on buses from Herefordshire, will be given a pass from Herefordshire Council, these will be posted to school and distributed to students, via registers during the first week of term.

Students travelling from the Forest of Dean/Little Dewchurch/Much Birch will be coming in on buses run by John Kyrle High School. Parents/Carers will be written to within the first couple of weeks of the new term, with regard to payment and passes.

Timetables for ALL transport is available on the website (under the 'Parents' tab).

When you arrive at school your bus will stop at the front gates; you will then walk up the drive to the lower-school yard. At the end of the school day you will walk back to the front of the school to wait for your bus. Teachers will wait with you until your bus arrives.

If you have any transport queries please do not hesitate to contact Mrs Nicholls: [katenicholls@jkhs.org.uk](mailto:katenicholls@jkhs.org.uk) (email) or direct line 01989 760392.

If you wish to cycle to school we have a bike shelter alongside the main school drive. Please ensure you wear a safety helmet and bring a lock for your bike.

# School Uniform

BOYS	GIRLS
<b>Information on trousers and skirts to follow after half term</b>	
<ul style="list-style-type: none"> <li>◆ BLACK SWEATSHIRT WITH SCHOOL BADGE</li> <li>◆ RED POLO SHIRT WITH SCHOOL BADGE</li> <li>◆ BLACK SOCKS</li> <li>◆ PLAIN BLACK SHOES</li> </ul>	<ul style="list-style-type: none"> <li>◆ BLACK SWEATSHIRT WITH SCHOOL BADGE</li> <li>◆ RED POLO SHIRT WITH SCHOOL BADGE</li> <li>◆ BLACK SOCKS</li> <li>◆ PLAIN BLACK SHOES</li> </ul>
<b>PHYSICAL EDUCATION KIT:</b>	
<ul style="list-style-type: none"> <li>◆ Black shorts</li> <li>◆ <b>New</b> reversible long sleeved top - Black/White/Scarlet (Falcon R200)</li> <li>◆ Plain white t-shirt (gymnastics)</li> <li>◆ Plain red football socks</li> <li>◆ Training shoes</li> <li>◆ Shin pads</li> <li>◆ Rugby or football boots</li> </ul>	<ul style="list-style-type: none"> <li>◆ Black pleated skirt &amp; black shorts, <i>or</i> black skirt</li> <li>◆ <b>New</b> reversible long sleeved top - Black/White/Scarlet (Falcon R200) <b>Optional for girls</b></li> <li>◆ White polo shirt (short sleeves)</li> <li>◆ Knee-length red socks &amp; white socks</li> <li>◆ Training shoes</li> <li>◆ Shin pads</li> </ul>
<b>WORKSHOP:</b>	
<ul style="list-style-type: none"> <li>◆ Coloured aprons provided by the school</li> </ul>	<ul style="list-style-type: none"> <li>◆ Coloured aprons provided by the school</li> </ul>
<b>OPTIONAL ITEMS</b>	
<p>White may be worn by students of Year 9 upwards for tennis and should be worn for inter-school tennis and cricket matches.</p> <p>Tennis racquet, badminton racquet, running spikes, tracksuit (black), hockey stick, gum shields, astroturf trainers, towel.</p> <p><b>Note:</b> The School is able to give details of an insurance policy to cover individual students in the event of an accidental injury sustained at school. This might prove useful for students regularly involved in competitive sport.</p>	

**Uniform / PE Kit is available from Ross Labels & Club Sport in Ross-on-Wye.**

Subsidy vouchers for uniform are available for parents/carers in receipt of state benefits. Please apply to the school for details.

***All students should use a suitable rucksack, across both shoulders, to carry books, kit and other equipment. (Handbags and shoulder bags are not allowed.)***

***All items of uniform should be clearly labelled with the student's name.***

***We expect students to maintain a high standard of dress and we would ask parents/carers to support our efforts in this. In particular, extremes of hairstyle either in cut or colour are not permitted and hair should not be shorter than grade 2. Make-up is not acceptable.***

***For security and safety reasons, jewellery should not be worn to school. Students who have their ears pierced may wear a single earring or one pair of studs (one in each ear); no other piercings are permitted. Students may wear one plain ring and a wrist watch only, no neck chains or bracelets.***

***Jewellery must be removed for PE lessons.***

# John Kyrle High School Uniform



This is what your school uniform should look like. If you're not sure then see your Head of Year or Tutor. Everyone is expected to follow the same uniform - be proud of it, it's your uniform!

## Skirt and Trousers

*Information on trousers and skirts to follow after half term*

## Jumper and Shirt

Red school polo shirt with the school badge.  
Black school jumper with school badge.



## Shoes

Black shoes - no trainers.  
Canvas shoes are not acceptable due to health and safety issues.  
Lace ups, velcro, buckled and slip-ons are all acceptable. Socks should be black or dark grey.



## Earrings

One small, single stud is allowed in each ear. Pointed, 'dangly' or stretcher earrings are not acceptable.



# Lunch and Break times

The two morning breaks are at 10am and 11.15am. They are only 15 minutes each so during this time you could have a snack, go to your locker, talk to your friends or play a number of games.

The lunch break starts at 12.30pm and lasts for 45 minutes. After you have eaten your lunch, you could continue to take part in games or visit the library, in the English block, or the computer science suite. You could also go to one of the many clubs available to you.

Your head of year will either be in their office during break and lunchtimes or in the lower school playground.

Some **clubs** take place during the lunchtime, whilst others are after school between 3.30pm and 4.45pm. Taking part in clubs allows you to meet people interested in the same things as you, as well as having fun. A full list of clubs and their days and times will be available in September from your head of year.

Your head of year would prefer it if you stayed in school for the lunch break, as they would like you to make new friends and enjoy your free time in your new school.

Should your parent/carer wish you to have your lunch at home a pass can be issued to you by your head of year. Your parent/carer will need to write a letter to your head of year about this. Passes are only issued to those students who live within a short walking distance of the school.

The **school canteen** serves a variety of snacks, drinks and meals from 8.30am during first and second breaks and at lunchtime to 1pm. Please see the sample menu opposite.

Students who bring a packed lunch can eat it in the canteen or one of the outside eating areas. Students wishing to purchase food from the canteen must queue at the side entrance to the canteen - queues are supervised.

A cashless biometric system is in operation and a student's account needs to be credited before purchasing food or drinks. This can be done by depositing a cheque in the box provided in the main restaurant before 10am each day; by adding cash via one of the cash loading machines or parents/carers can pay electronically via 'parentpay' (further details enclosed within the induction pack).

# Sample Canteen Menu & Prices

## Breakfast Tariff

*A selection of these items are available daily*

Bacon Roll.....	£1.00
Bacon Sub .....	£1.20
Bacon & Egg Muffin .....	£1.50
Hot Buttered Toast .....	20p
Danish Pastries .....	from 65p
Cereal .....	50p
Fresh Fruit .....	from 50p

*A wide variety of meals are Vegetarian.*

*Chef Daily Specials available at all service times - look out for advertisements.*

*Prices subject to change.*

## Break Tariff

*A selection of these items are available daily*

Fresh Homemade Soup & Roll ...	£1.20
Naan Pizza Square .....	£1.20
Pizza Slice .....	£1.00
Homemade Burger .....	£1.70
Chicken Fillet Burger.....	£1.60
Sausage Roll .....	£1.20
French Stick Pizza .....	60p
Panini .....	80p

## Deli Tariff

Sandwiches .....	from £1.40
Sub Rolls .....	from £1.00
Baguettes - Premium.....	from £1.80
Bagettes - Standard .....	from £1.50
Wholemeal Hoagies .....	£1.70
Wraps.....	from £1.60
Pasta Pots.....	£1.00
Salad Pots - self fill .....	£1.50
Plated Premium Salads.....	£2.00
Cakes & Cookies .....	60p
Muffins.....	80p

*Subs and different Breads with a variety of tasty fillings available at the Sub Station.  
Open Daily from 10.30am until 1.00pm*

## Lunch Tariff

*A selection of these items are available daily*

Daily Main Meal.....	£2.00
Roast Dinner .....	£2.20
Special Fish Meal .....	£2.30
Curry Pot .....	£1.50
Curry Pot & Naan.....	£1.90
Noodle Pot.....	from £1.50
Hot Pasta Pot .....	from £1.50
Extra toppings.....	50p

# School Council

John Kyrle is very proud of its school council. Two student 'reps' are chosen from each tutor group. The 'reps' are voted for by their classmates.

School council meetings run on a regular basis and the two 'reps' must bring any issues to the meeting, which the tutor group deems to be important.

The school council has been instrumental in bringing about many changes within the school. The new toilet block in the lower school was the idea of a group of Year 7 and 8 students. The cinema screen in the main hall was also suggested as a result of council meetings.

## 'What do I do if...?'

**I haven't done my homework or I've left it at home:** tell your teacher as soon as possible - try to find them at break. Sanctions may be given if you forget your homework too often, but not the first time you forget.

**I don't understand the homework (or classwork):** speak to your teacher as soon as possible - try at break or lunchtime. Don't be embarrassed, you are probably not the only one.

**I'm lost!:** ask a passing member of staff or an older student/sixth former. There is a map of the school at the back of this booklet.

**I've been absent from school and missed work:** you may be able to copy work from a friend in the same class or ask your teacher what you have missed and remember to check whether any homework was set.

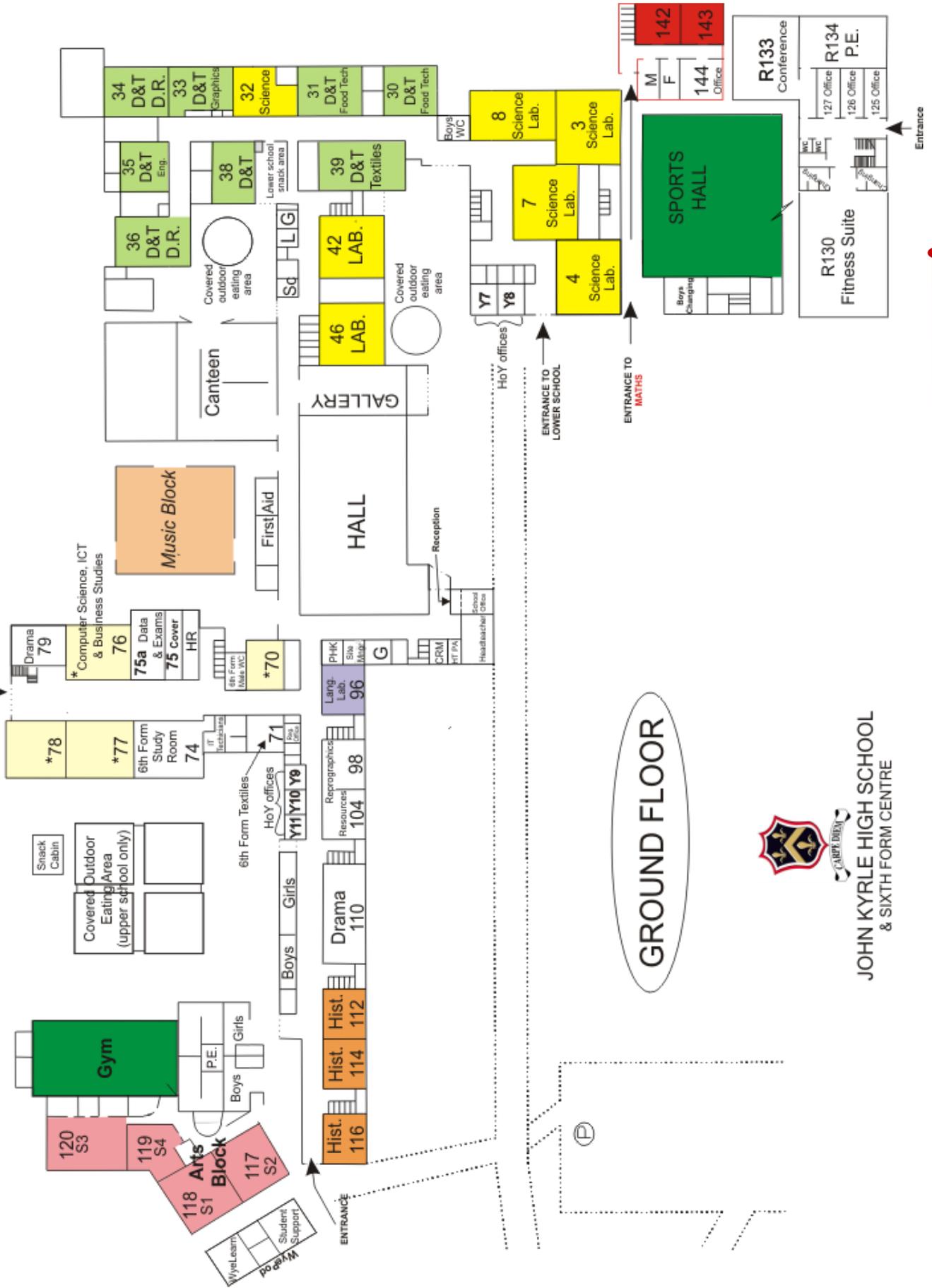
**I've forgotten/lost my lunch/bus money etc:** go to your head of year office and tell someone there.

**I've missed my bus:** tell a member of staff on bus duty or go to the main reception office where they will phone your parents/carers.

**I've lost my jumper/PE kit/coat etc:** re-trace your steps during break or lunchtime to see if you can find it. If not, check with staff in the resources office, who look after lost property. **Please name everything** so we can return lost items straight back to you!

ENTRANCE TO SIXTH FORM AND ADULT & COMMUNITY LEARNING CENTRE

- 121 Tech
- 122 R.E.
- 123
- 124 Music



GROUND FLOOR



JOHN KYRLE HIGH SCHOOL & SIXTH FORM CENTRE





**John Kyrle High School**  
**& Sixth Form Centre**

**Headteacher: Nigel Griffiths BA(Hons), FRSA,  
National Leader of Education**

Ledbury Road, Ross-on-Wye, HR9 7ET

Tel: 01989 764358

admin@jkhs.org.uk www.jkhs.org.uk