



Jesmond Park Academy

Parent/Carer Information 2023/2024



Key Contacts & Diary Dates

HEADS OF YEAR AND YEAR MANAGERS

Mrs Hooker—Head of Year 7
hhooker@jesmondparkacademy.org.uk

Miss Henderson—Year 7 Manager
lhenderson@jesmondparkacademy.org.uk

Miss Sayers—Head of Year 8
lsayers@jesmondparkacademy.org.uk

Mrs Hearons—Year 8 Manager
hhearons@jesmondparkacademy.org.uk

Mr McLaughlin—Head of Year 9
smclaughlin@jesmondparkacademy.org.uk

Mr Brown—Year 9 Manager
bbrown@jesmondparkacademy.org.uk

Mr Smith—Head of Year 10
jsmith2@jesmondparkacademy.org.uk

Mrs Booth—Year 10 Manager
mbooth@jesmondparkacademy.org.uk

Mr Bolam— Key Stage 3 Year Manager
mbolam@jesmondparkacademy.org.uk

Ms Clark & Mr Cleland —Head of Year 11
nclark@jesmondparkacademy.org.uk &
acleland@jesmondparkacademy.org.uk

Mrs Winship—Year 11 Manager
awinship@jesmondparkacademy.org.uk

Mr Henderson—Key Stage 4 Year Manager
ghenderson@jesmondparkacademy.org.uk

SIXTH FORM TUTORS

Mrs Routledge—Senior Sixth Form Tutor
jroutledge@jesmondparkacademy.org.uk

Mr Anderson
canderson@jesmondparkacademy.org.uk

Mrs Broadwell
jbroadwell@jesmondparkacademy.org.uk

Miss Murray
kmurray@jesmondparkacademy.org.uk

Mrs Jennings—Admin. Assistant Sixth Form
ljennings@jesmondparkacademy.org.uk

SAFEGUARDING

Mr Aitken—Designated Safeguarding Lead

If you have any safeguarding concerns or queries please contact the school through reception desk or by telephone.

ABSENCE

If your child is going to be absent, you should phone school each day of an absence before 9:30am giving reasons for the absence. Students should bring a note on return. The number is 0191 281 8486 and select option 1.

EXAMS OFFICER

If you would like any information or help regarding exams, please ring the school number and you will be directed to the exams team.

PAYMENTS FOR SCHOOL LUNCHES, TRIPS & STUDENT RESOURCES

To remove cash and cheques from school, all parents must use our online payment system to pay for dinner money. Visit Scopay at www.scopay.com

We use Scopay for online payments, which includes the facility to pay for some trips and student resources.

If you have any problems, please contact Lyndsey Jennings by email (ljennings@jesmondparkacademy.org.uk) and include your child's full name and year group.

SCHOOL DATES FOR 2023 - 2024

Term dates are advertised on our website: www.jesmondparkacademy.org.uk and are subject to change. Please keep checking periodically.

STAFF TRAINING DAYS NO STUDENTS IN SCHOOL

Monday 4 September 2023

Wednesday 26 June 2024

Tuesday 3 October 2023

PARENT/CARER INFORMATION EVENINGS

PLEASE NOTE SOME OF THESE SESSIONS MAY TAKE PLACE ONLINE—FURTHER INFORMATION WILL BE SENT IN ADVANCE OF EACH SESSION

Y8/Y9 How to Support Your Child Parental Information Evening: **Wednesday 27 September 2023**

Y10/Y11 How to Support Your Child Parental Information Evening: **Thursday 28 September 2023**

Y6 Open Evening: **Thursday 5 October 2023**

Y7 Meet the Form Tutor Evening: **Tuesday 17 October 2023**

Sixth Form Open Evening: **Wednesday 6 December 2023**

Y9 Options Evening: **Tuesday 30 January 2024**

Y13 How to Support Your Child Parental Information Evening: **Tuesday 23 January 2024**

Y12 How to Support Your Child Parental Information Evening: **Wednesday 7 February and Monday 20 May 2024**

Y10 How to Support Your Child in lead up to Mocks Evening: **Thursday 9 May 2024**

Y12 Parental Information Evening: **Thursday 21 September 2023**

Y11 How to Support Your Child in Lead up to Exams Evening: **30 November 2023 & 21 March 2024**

PARENT/CARER CONSULTATION SESSIONS

3:00PM—7:00PM

THESE SESSIONS MAY TAKE PLACE ONLINE AS WELL AS IN SCHOOL— FURTHER INFORMATION WILL BE SENT IN ADVANCE OF EACH SESSION. ON THESE DAYS SCHOOL FINISHES FOR ALL STUDENTS BETWEEN 2.25PM AND 2.30PM MATCHING THE 2.40PM, 2.43PM AND 2.45PM MODEL.

Year 7	Wednesday 28 February 2024
Year 8	Wednesday 17 April 2024
Year 9	Monday 12 February 2024
Year 10	Wednesday 29 November 2023
Year 11	Thursday 14 December 2023
Year 12	Thursday 14 March 2024
Year 13	Thursday 12 October 2023
	Monday 25 March 2024

LUNCHTIME ARRANGEMENTS

- Lower school will have lunch in the downstairs restaurant and will enter by year group in a queuing system.
- Packed lunches may be eaten inside the restaurant.
- Upper school will have lunch in the cafeteria on the first floor.
- Students are expected to queue in an orderly way at all times when waiting for lunch.
- No students are allowed off the school premises during lunchtime, except Sixth Form.
- We expect exemplary conduct from all students during the lunch break at all times. Students not demonstrating this conduct will be sanctioned in line with the PRAISE code.
- Students are expected to move promptly to lessons.



EXAM DATES

Year 9

- Date for mock exams: 24 - 30 November 2023

Year 10

- Provisional date for summer mock exams: 24 June 2024 – 5 July 2024

Year 11

- Provisional date for January mock exams: 15–26 January 2024
- GCSE exams: Summer exams start 9 May - 26 June 2024

Year 12

- GCSE Maths & English Resits—6 –15 November 2023
- Provisional date for summer mock exams: 15–26 April 2024

Year 13

- GCSE Maths & English Resits—6 –15th November 2023
- Provisional date for mock exams: 29 January–9 February 2024
- A-Level exams: Summer exams start 9 May–26 June 2024
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AS/A2 Results Day

- 15 August 2024

GCSE Results Day

- 22 August 2024

WE WILL WRITE TO YOU AGAIN NEARER THE TIME OF THE EXAMS WITH FURTHER INFORMATION.

EXPERIENCE OF WORK DATES FOR YEAR 10 STUDENTS

The Y10 Student Experience of Work Week is **15 July 2024**

This is currently provisional and we will be in further contact if there are any changes/additional weeks in due course.

Safeguarding

Our core priority is the safety and welfare of our students. Creating a happy, safe and secure learning environment is a key part in ensuring that all of our students have a school setting where they can reach their potential and enjoy their learning.

There are numerous policies in place to safeguard our students and these are available on the Academy's website or at main reception.

All members of staff have a responsibility to safeguard the students at school. Year teams work with students to support them with pastoral or academic issues and our Wellbeing Department supports students with any worries that they may have, as well as giving advice on how to stay healthy. However, in some instances staff and parents may need advice from one of the Academy's designated safeguarding leads. They are:

Mr Aitken: Director of Student Support

Mr Merrifield: Director of Key Stage 3 and 4

Mr Mason: Head of Key Stage 4

Mr Costello: Director of Key Stage 5

Mrs Dowling: Head of Key Stage 3

Mrs Munro: SENDCo

Mrs Routledge: Senior Sixth Form Tutor

If you have any safeguarding concerns, please contact one of the seven safeguarding leads directly.

Help Advice Reporting Page

Reporting issues is a very effective way to enable us to be able to deal with risks before they escalate into harm. We already have ways in which you can report issues to school that go a long way in helping us create the safe and reliable environment for your child that you expect our school to be.

We understand too that sometimes, coming into school to tell us about these issues cannot always be an easy thing to do. Time? Arranging an appointment? Speaking with staff? Sometimes it can be a subject that you need to bring to our attention without wanting to identify yourself, but that you feel we need to know, particularly if it involves a student's well-being.

That's why we launched the HARP on our school VLE (Help Advice Reporting Page), a reporting service for students and families that allows you to send a message to a confidential school email account where staff experienced in responding to issues will receive it.

Clicking on the HARP button on our VLE will take you to an online form where you can leave your message. You can choose to pass on information that school staff will act on or, if you want us to get back to you, you can leave your contact details.

SEND Support

Supporting Students with Special Needs

We ensure that all pupils achieve their potential personally, socially, emotionally and academically, in all areas of the curriculum (regardless of their gender, ethnicity, social background, religion, sexual identity, physical ability or educational needs). We strive for an education for all pupils, that enables them to be creative, inquisitive, compassionate and successful young people, through a curriculum that is rich, exciting, innovative and varied.

Our SENDCO is Claire Munro: CMunro@jesmondparkacademy.org.uk

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she: has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

When a student is identified as having SEN, we use specific needs based plans, pupil profiles and resources which help support their development, address areas of concern and increase progress. The school has developed a dedicated SEN and Student Support Team with a variety of skills and knowledge to support your child. In addition to the Director of Student Support and the Learning Manager (SENDCO) this team consists of; two Assistant Learning Managers, SEN Governor, a team of Higher level Teaching Assistants and a team of Learning Support Assistants. The SEN team also links closely with Pastoral teams and the Wellbeing Department to provide further pastoral and medical support.

If you have any concerns about your child's learning or if you think they may have a learning difficulty then please email the SENDCo – Claire Munro: CMunro@jesmondparkacademy.org.uk

Mr Aitken

Director of Student Support

Attendance

Jesmond Park Academy expects all students to aim for 100% attendance. We believe that students who are punctual and achieve a high level of attendance have access to high quality teaching and learning opportunities and will leave the Academy with better qualifications and have greater employment opportunities.

We regularly review our systems for improving attendance to ensure that we are achieving set goals. We use incentives and rewards that acknowledge the efforts of students to improve their attendance and timekeeping, and challenge students and parents who give low priority to attendance and punctuality.

The Academy maintains effective and efficient communication with students, parents and appropriate agencies to provide information, advice, guidance and support in regards to school attendance. We set a realistic target of 96% attendance for all our students. In accordance with government guidelines, we inform parents when their child's attendance falls below this threshold. Parents should be aware that school is likely to pursue legal action if attendance falls below the threshold of 90%.

Our Heads of Year and Year Managers are available to offer support in dealing with any issues that may be affecting attendance. We will contact parents to discuss the situation if absences persist. Working together from an early stage to resolve any problems is nearly always successful.

For our students to gain the greatest benefit from their education, a high level of school attendance is vital. We will work with students and their parents towards achieving the goal of attending school every day and arriving on time. Ensuring a child's regular attendance at school is a parent's legal responsibility.



A copy of our Attendance Policy is available on our website. The policy reflects the seriousness with which we take attendance at our school and the importance for all students to attend as regularly as possible in order for them to reach their full potential.

Attendance

Holidays in Term Time

Jesmond Park Academy adheres to government guidelines, which stipulate that holidays during term time can only be authorised by the Principal and that Leave of Absence will only be granted when evidence of exceptional circumstances is received and deemed acceptable.

Leave of absence request forms must be completed and returned to the Academy at least three weeks before any planned absence.

If a leave of absence request is not authorised and the leave is still taken, we will consult the Local Authority regarding appropriate action. This may be in the form of a warning letter or a fixed penalty notice. The fixed penalty notice can be up to £60 per parent, per child. Failure to pay the fixed penalty notice may lead to prosecution.



Religious Observance

The Academy will grant one day's absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, the Academy will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Reading Matters

When does reading take place in school?

- All Key Stage 3 students (years 7-9) are expected to have their own personal reading book at all times.
- All Key Stage 3 students take part in reading activities once a week
- All students in year 7 and 8 are enrolled on the Accelerated Reading programme, and have one reading lesson per week. Over half of year 9 students are also enrolled on the programme.
- Students have access to reading books in from the library and also in most department areas
- Students can bring in their personal reading books from home.



How do we monitor reading?

- We strongly encourage that students read at home three times per week for at least 20 minutes at a time (ideally, reading with a parent).
- During KS3 reading lessons, teachers check students' reading records in planners to ensure they have been signed by a parent.
- Termly, KS3 students sit a STAR reading test which provides a reading age and ZPD (the ZPD indicates the book levels students can independently read between, so they can choose a book which provides a suitable level of challenge).
- Each time students finish a book, they take an online quiz. If they score 70% or above, they have passed the quiz and should move up a book level. Students can complete these quizzes at home, which we encourage.
- Progress will also be monitored against a reading target based on ZPD, reading age and book type tracked against students' quiz scores.

You can check book levels at: www.arbookfind.co.uk

Reading Matters

Recommended Reads: Years 7 & 8



How can I support my child with reading?

- Students who routinely read for pleasure make most progress in most lessons as they have a much wider vocabulary to please encourage your child to read at home.
- Create a reading culture in the household by talking to your child about books, including the books that you read.
- Give books as gifts
- Visit your local library or bookstore together.
- When your child reads to you, stop them and ask questions to check their understanding of what they've read.
- Where necessary, provide rewards for reading and praise your child when they are enthusiastic about reading.
- Try and be seen reading yourself to set an example.

Year 9



Years 10 & 11



Lost Property

If your child has lost something please ask them to check with their Year Manager in the first instance. If they are unable to find it, your child must check Student Reception to see if it has been handed in.

We recommend marking or labelling your child's uniform with their name in order to make them easier to recover if lost.



Steve Campbell Principal

Hugh Robinson CEO

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