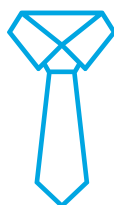


# Key Transition Information 2023



## The School Day

Students should arrive at school no later than 8.40 am. The school day starts at 8.45 am and ends at 3.15 pm.



## Uniform

We kindly ask for your support in maintaining consistent uniform standards. You will find full details of the James Calvert Spence College school uniform and PE kit, including information about our suppliers and our pre-loved uniform scheme on the [uniform page of the school website](#) and in our downloadable [Uniform Information Guide](#). All branded items are marked as compulsory or optional.



## Equipment

All students are expected to bring a black or blue pen, green pen, pencil, pencil sharpener, eraser, ruler and glue stick to school each day. They will also need to bring both their School Planner and a reading book. Reading books can be brought from home or borrowed from the school library. It would also be useful for children to bring a set of colouring pencils. Each child is given their own School Planner at the start of the year. Essential textbooks and exercise books are also provided. Students need a school bag suitable for carrying equipment to and from school.



## Breakfast Club

Our Breakfast Club is sponsored by Greggs and is open to all students each school day. Toast and juice are provided free of charge. The club starts at 8.00 am and runs until the start of school. There is no need to book.



## Transition Buddies

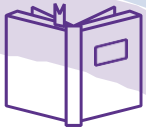
Our Transition Buddies offer peer support to help new students to settle in and feel at ease. Buddies wear a Buddy Badge to make them easy to spot in the playground or corridors. If students get lost or fancy a chat, the buddies are on hand to help.



## Communication

We ask that all parents and carers download the My Child at School app so that you can receive information and messages from the school, and make payments for things such as school dinners and trips. You can view information such as your child's timetable and book events via the app. You can download My Child at School before school starts by visiting:

- [mychildatschool.com/MCAS/MCSParentLogin](https://mychildatschool.com/MCAS/MCSParentLogin)
- if you have any issues, please contact [ictsupport2020@jcsc.co.uk](mailto:ictsupport2020@jcsc.co.uk)



## Reading

Confident reading unlocks learning across all subjects. Year 5 students should read for pleasure both in and out of school, they will also be read aloud to during Tutor Curriculum Time. All students have access to the school library and our librarian. The library is well-stocked with all kinds of books, which students can borrow and take home to read. Along with reading texts in lessons, staff share reading recommendations with students and parents. You can find reading recommendations and information about our reading focus and support for reading at JCSC by visiting the school website:

- [jcsc.co.uk/we-are-reading-jcsc/](https://www.jcsc.co.uk/we-are-reading-jcsc/)



## Transport

Many of our students live close by and so choose to walk to school. These students should remember to practise good road safety and to follow the Green Cross Code. There is a cycle rack where children can store bikes or scooters. If students need to arrive by car, we ask that cars do not enter the car park at Acklington Road for safety reasons. Students who need school transport should apply for a bus pass by visiting the Northumberland County Council website:

- [form.northumberland.gov.uk/form/auto/pre\\_16\\_student\\_travel](https://form.northumberland.gov.uk/form/auto/pre_16_student_travel)



## School Lunches

### PAYING FOR SCHOOL MEALS AND EXTRAS

Students use our cashless catering system to purchase items in the school canteen, which is open at break times and lunch times. Money can be added to a student's catering account digitally via the My Child at School app and instructions for how to do this can be found in the [Catering Payments Guide](#). Students can also hand money in to the school office.

### FREE SCHOOL MEALS

If your child receives free school meals (FSM), a credit will be added to their catering account each day, this is removed if not used. Students can purchase extras above the allowance for a school meal. Any extra purchases over the £2.40 meal allowance will be charged to the student's lunch account. If the student does not have sufficient funds for extras, unfortunately, they will not be able to purchase any extras until their account is in credit. A student school meal deal costs £2.40 and [lunch menus](#) are on the school website.

If you are unsure whether you are eligible for FSM, we would encourage you to check by visiting the Northumberland County Council website. Registering a student's entitlement to a FSM can help the school to unlock extra funding whether they decide to eat a FSM or bring a packed lunch.



## Pastoral Support

Our team of Pastoral Support Officers (PSOs) help students to aim high both inside and outside of the classroom. They work with students and families to support good attendance and behaviour for learning. They are also on hand to provide a listening ear to students and signpost/refer to further help for wellbeing and mental health help when needed. There are dedicated PSOs for each school year, this ensures that they build relationships with both students and their families.



## Mobile Phones

Students must not use mobile phones in school. If students misuse a mobile phone in school, the phone will be confiscated and will need to be collected from the school office by their parent or carer.



## Homework and School Planners

Each week, Year 5 students are expected to learn spellings, spend time reading for pleasure and dedicate time to Reading Plus and Timetable Rockstars. Your child will also have a menu of homework tasks to choose from each half term. The menu allows your child to extend and be creative in their learning. The homework menu gives children the opportunity to enhance their knowledge and understanding of the stimulus text they are exploring. Parents and students can monitor school homework assignments via Google Classroom. Students should use the dedicated page in their planners for their Google Classroom codes.



## Extracurricular Activities

An evolving selection of lunch time and after school sports and interest clubs are open to students. Some clubs run all year round, while others are offered on a termly basis and have limited places. Parents and students can **find out about extracurricular clubs on the school website**. For your child to take part in after school activities you may be asked to grant appropriate permissions or register as a club user within the My Child at School app.



## School Values and Rewards

Everyone in our school community is asked to follow the school values; be kind, work hard, aim high. Students who model these behaviours are rewarded through the school merit system. If a student's behaviour falls short of expectations, sanctions may be applied. We hold regular assemblies to celebrate and reward students.



## Inclusion

At JCSC, we pride ourselves on our inclusivity. Pupils with SEND will access the same curriculum as their peers. Our SEND team runs a programme of targeted interventions to aid pupils literacy, numeracy and social skills and ensure individual learning needs are met.



## Social Media

We use our school Facebook page to share school news and updates. You can find out what students are doing, plus information about events and activities in school. We use the page to celebrate achievements and actions of groups and individuals within the school community that model our school values. Our website's calendar, news and letters pages are also good information sources.

You can find us on **Facebook** [www.facebook.com/jcscollege](http://www.facebook.com/jcscollege)

And on **Twitter** [@jcscollege](https://twitter.com/jcscollege)



## Data Forms and Permissions

It is important that you complete the student data collection form that will be sent to you by email during the summer term. Please return the completed form as soon as possible as the information collected helps us to prepare for your child's start at James Calvert Spence College. If you have any queries about the digital form, **please contact enquiries@jcsc.co.uk**. Once completed, should you wish to make changes to permissions granted for things such as in-school photography or trips, you can grant permissions within the MCAS app or call school to remove them. We ask that you review and renew permissions granted at the start of each school year.



## Got a question for us?

If you have a specific question about school life at JCSC and cannot find an answer on our website, please do get in touch. You can contact our admin team on [enquiries@jcsc.co.uk](mailto:enquiries@jcsc.co.uk) and they will direct your enquiry to the most appropriate person.