

NEW STARTER GUIDE

Key transition information for joining James Calvert Spence College.



BE KIND
WORK HARD
AIM HIGH



THE SCHOOL DAY

Pupils should arrive no later than 8:40am.

The school day starts at 8:45am and ends at 3:15pm.



UNIFORM

We kindly ask for your support in maintaining consistent uniform standards. You will find full details of our uniform and PE kit, including information about our suppliers on our website [here](#).



EQUIPMENT

All pupils will need a school bag suitable for carrying equipment to and from school. Each child will be provided with their own School Planner at the start of each school year which must be brought to school each day. Pupils are also expected to bring the following: a black or blue pen, green pen, pencil, pencil sharpener, eraser, ruler and glue stick. It would also be useful to bring a set of colouring pencils. All of these items can be purchased from our school stationery shop at reception.



NEW SCHOOL BUILD

The build of our new school is underway with completion expected by the end of 2026. This investment in the Amble community will ensure that generations of our young people will have access to high quality facilities and increased educational opportunities in years to come.

To visit our website page dedicated to the New Build [click here](#).



BREAKFAST CLUB

Our Breakfast Club is sponsored by Greggs and is open to all pupils each school day. Toast, cereal and juice are provided free of charge and other items are available to purchase. The club starts at 8:00am and runs until the start of school. Booking is not required.



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. You can also view information such as your child's timetable, book events and make payments for school lunches and trips. [Download the app/sign up here.](#) If you have Facebook please follow our page [@JamesCalvertSpenceCollege](#) to stay up to date with our latest news and announcements. We also share news and events on our [school website](#) and update our [letters page](#) with all recent email communications home.



READING

All pupils have access to the school library which is well stocked with a variety of books that pupils can borrow and take home. Year 7, 8 and 9 benefit from regular Library lessons with their English teachers and our in-school librarian to encourage reading for pleasure. Pupils will also be supplied with reading recommendations' throughout their time at our school.



TRANSPORT

We are fortunate to be close by to many of our pupils, who choose to walk, cycle or scooter to school. We encourage pupils to practise good road safety and to follow the Green Cross Code. If pupils need to arrive by car, we ask that cars do not enter the school car park. Pupils who need to use school transport should apply for a bus pass by visiting the NCC website [here](#).



SCHOOL LUNCHES

Our rotating three-week lunch menus feature a wide range of hot meals, snacks and refreshments. All information about our School Menus can be found on our

[website here.](#)

Paying for school meals and extras

We serve snacks, meals and drinks from our school canteen every break and lunch time. Pupils use our cashless catering system, whereby money can be added to a students catering account digitally via the My Child at School app. Alternatively, pupils/ parents can also credit their account with cash at reception.

Free School Meals

If your child receives free school meals (FSM), a credit to the amount of a school meal (£2.40) will be added to their account each day. Any additional items over this amount will be charged to the pupils account however, there must be sufficient funds on the account to make the purchase.

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 students' entitlement to FSM can help the school unlock extra-funding whether they decide to eat an FSM or bring their own packed lunch.

PASTORAL SUPPORT

Our team of Pastoral Support Officers (PSOs) work with pupils 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 for further help for wellbeing and mental health help when needed. There are dedicated PSOs for each school year to promote and build positive relationships with both students and families.





MOBILE PHONES

Pupils must not use mobile phones in school. If pupils misuse a mobile phone in school, the phone will be confiscated and will need to be collected from the office at the end of the school day.



HOME LEARNING

At JCSC students use Google Classroom to access resources and work set by their teachers. We recommend students download the Google Classroom App to receive notifications from their teachers when new work is posted or the class teacher wishes to send a message to the students. The Google Classroom app is available to download for free on Apple, Android or Chrome devices.



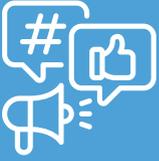
EXTRACURRICULAR CLUBS

We encourage our pupils to become involved in as many extra-curricular activities as possible, both in school and in the wider community. Clubs in school run during lunch times and after school. To find a timetable of the clubs currently available, visit our website [here](#). For your child to take part in these activities you may be required to grant permission and register attendance within the My Child at School app.



INCLUSION

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



SOCIAL MEDIA & SCHOOL WEBSITE

We regularly update our school Facebook page with school announcements and news. We also love to celebrate pupils achievements inside and outside school and Facebook is an excellent platform to share these stories. We encourage parents to follow our Facebook page so they can see what their children are doing in school and also keep up to date with upcoming events/news. Follow our page [@JamesCalvertSpenceCollege](#).



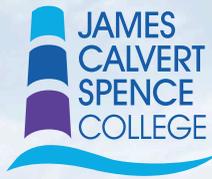
DATA FORMS & PERMISSIONS

It is important that you complete all of the data and permissions forms ahead of your child joining JCSC. Once completed, should you wish to make changes to permissions granted please do this 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. If you have any questions about the digital forms, please email: enquiries@jcsc.co.uk.



Got a question for us?

If you have a question about school life at JCSC that hasn't been covered in this guide, please refer to our school website: www.jcsc.co.uk, alternatively please email our admin team: enquiries@jcsc.co.uk and your enquiry will be directed to the most appropriate member of staff.



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