



# THE JOHN FROST SCHOOL PARENT INFORMATION BOOKLET

Gwybodaeth i Rieni



2020/2021 Academic Year



Pennaeth /  
Headteacher:  
Mr M Tucker BA

MA

# WELCOME FROM THE HEADTEACHER

Dear Parent/Guardian,

I am pleased to welcome you and your child to The John Frost School.

Making the transition from primary school is a big step for students and parents and we hope that the information in this booklet will answer some of your questions and help to make, what should be an exciting time for all involved, more straightforward.

By all working together we can ensure that your child's transition goes smoothly. This is of vital importance to your child's education and general development. We look forward to playing our part in your child's education and to establishing strong links with you to enable us to do this.

If you have any matters that you would like clarified please do not hesitate to contact the school via email at [reception@thejohnfrostschool.co.uk](mailto:reception@thejohnfrostschool.co.uk).

Yours sincerely

Mr M Tucker  
Headteacher

## SCHOOL DAY

08.40 – 09.00 Registration

09.00 – 10.00 Period 1

10.00 – 11.00 Period 2

11.00 – 11.20 Break

11.20 – 12.20 Period 3

12.20 – 13.20 Period 4

13.20 – 14.05 Lunch

14.05 – 14.20 Registration

14.20 – 15.20 Period 5

## Who do you contact?

Main Reception

**01633 654100**

Mr D Thomas

(Progress Co-ordinator Year 7)

**01633 654100**

Mrs L Edwards

(Attendance Officer)

**01633 654111**

Term	Term Begins	Half term starts	Half term ends	Term ends
Autumn 2020	1 September 2020 (INSET)	26 October 2020	30 October 2020	18 December 2020
Spring 2021	4 January 2021	15 February 2021	19 February 2021	26 March 2021
Summer 2021	12 April 2021	31 May 2021	4 June 2021	20 July 2021 (INSET)

Please note that the 19<sup>th</sup> July 2021 is also an INSET day; therefore the last day of the summer term for students will be on Friday 16<sup>th</sup> July.

# ORGANISATION

One of the biggest changes your child will experience in September is the move to a five-lesson day and a two-week timetable. They will have to become familiar with following a timetable and organising themselves.

On the first day each student will be given a planner and a printed timetable, which they will have to stick into their planner. They will also be given a copy to bring home and it would be useful if the printed timetable could be put up in their bedroom or on a notice board at home so they can pack the correct books and equipment in the evening for the next day. They may need to be encouraged to do this.

We ask every child to carry a bag in which their pencil case, planner and other equipment should be carried. Please do not forget to put their name and form on the bag for identification purposes.

## SCHOOL UNIFORM:

Uniform can be purchased from Beam Sports and School Wear Newport, 26 Cambrian Road, Newport, NP20 4AB.

School uniform is available from Trutex all year round and can be ordered on-line at [www.trutexdirect.com](http://www.trutexdirect.com). **Our school code is LEA00671SC.** Alternatively, you can order direct by phone, call 01200 421206. Postage and package is from £3.50 and free on orders over £50.

School ties are **only available from the Beam Sports and School Wear retail shop.**

Trutex will normally deliver within seven working days, however, during the busiest time towards the start of back to school, this can be extended. We recommend that you place your order before **5<sup>th</sup> August 2020** because Trutex cannot guarantee delivery after this date.

Headscarves should be plain black or plain grey. If you require an extra length skirt, these are available to purchase as a made to measure item (prices will vary). For further enquiries, please contact the Beam Sports and School Wear shop in Cambrian Road.

**Students should be dressed in full school uniform every day with particular attention to the following:**

- Students are only permitted to wear grey trousers that meet the exact requirements of the school's uniform policy. No other colour, including black, is acceptable
- Black shoes only. No kind of training shoe is acceptable or shoes that look like training shoes
- Students can wear their own coats
- Either black tights or knee high grey socks are acceptable when wearing skirts
- Extreme haircuts or brightly dyed hair is not allowed. The Headteacher has the final say on this matter
- School bags should be dark, plain and fit for purpose i.e. big enough to carry all academic equipment. They should not be bright/logoed fashion accessories

**PLEASE CAN YOU ENSURE YOU WRITE YOUR CHILD'S NAME INSIDE EVERY ITEM OF THEIR UNIFORM, ESPECIALLY BLAZERS AND JUMPERS. THIS IS VERY IMPORTANT BECAUSE WITHOUT THIS, WE WILL BE UNABLE TO IDENTIFY INDIVIDUAL ITEMS OF CLOTHING THAT HAVE BECOME SEPARATED FROM YOUR CHILD.**

## JEWELLERY:

**For health and safety reasons, the only items of jewellery students are allowed to wear are a wristwatch and a single pair of discrete stud earrings. No facial jewellery, piercings or rings are allowed. Expensive items should not be brought to school because the school cannot take any responsibility for loss or damage.**

# ATTENDANCE AND PUNCTUALITY EXPECTATIONS

Every parent wants their child to do well at school. Research proves that children who attend school regularly will be more successful academically. At The John Frost School we consider excellent attendance to be above 98%, but expect all of our students to be in a minimum of 96% of the time. At the end of each month, the school will communicate the attendance record of each and every student, including a rank of each student, allowing parents to evaluate their child's attendance record against the school's attendance target and their peers.

## PUNCTUALITY

Punctuality is a very important quality. Students are expected to be on site at 8:30 am and prepared for registration which begins at 8:40 am. If a student arrives after 8:45 am, they will be issued a 'Late' registration mark by their Form Tutor. If a student arrives after registration has finished at 9:00 am, then they are expected to sign in at Student Reception. Students who arrive later than 9:05 am will be classified as '*Late After the Registers Have Closed*' and will receive an unauthorised absence for the morning session and be issued a same day lunchtime detention; this classification will have a negative impact on a student's overall attendance percentage.

## DEALING WITH ABSENCE

As a school, although we would ideally like all of our students to be in school 100% of the time, we know this is not always possible. Therefore, if a student is to be absent from school, the expectation is that a parent or guardian contacts the school's **Attendance Line on 01633 654111** or even **0786 005 5775**. This is a 24 hour service. Please leave a message stating your child's name, year, form group, reason for, and length of absence.

Our school policy is not to authorise holidays during term time. However, if you are aware of a circumstance that may result in your child missing school for any reason, then we can provide a leave of absence request form. Authorisation is at the Headteacher's discretion.

## ILLNESS

Our expectation is that every child attends school a minimum of 96% of the time and whilst we appreciate that your child may become ill throughout the year, we will not continue to authorise excessive illness, unless medical evidence has been provided.

## MEDICAL APPOINTMENT

We advise all parents to try and avoid arranging medical appointments during the school day, as this will have a negative effect on a student's attendance percentage. Where this is not possible, we would request parents to provide medical appointment evidence to the school's Attendance Officer in advance of the appointment. We also request that parents consider making medical appointments at times which will allow your child to attend at least one of the registration periods within a school day.

## ATTENDANCE SUPPORT

We support all of our students to provide them with the best possible opportunities for achieving a high level of academic and personal success. If your child's attendance falls below the school's target of 96%, then you will be contacted by your child's Form Tutor, Progress Coordinator, the Family Engagement Officer or the Education Welfare Officer.

## ELECTRONIC COMMUNICATION

The school is able to send and receive electronic communication with parents using email and/or text message. When your child is absent from school the Attendance Officer will send a text message notification for each and every session of absence.

**Please save 0786 005 5775 as a text contact in your phone as The John Frost School.** If you wish to email the school for any reason, please send all communication to [reception@thejohnfrostschoo.co.uk](mailto:reception@thejohnfrostschoo.co.uk)

## HOMEWORK

Homework tasks will be published on Hwb; the digital platform for learning in teaching in Wales. Students can access Hwb by clicking on the hyperlink under the 'Students tab' via our main school website [www.thejohnfrostschoo.co.uk](http://www.thejohnfrostschoo.co.uk). All homework will be assigned to 'individual student classes'.

Once published by a subject teacher the homework, with any resources required, will be available to view 24 hours a day from any internet enabled device. Students will be provided with a username and password, which will allow you to log into Hwb, within the first few weeks of the new school year. Furthermore, students will also receive guidance on how to use Hwb effectively by their form tutor as part of the school induction process.

Please note that every day, students in Y7, 8 and 9 are expected to read their Accelerated Reader book for 25 minutes and practise their times tables for 10 minutes. This homework (reading and tables) will not be published on Hwb as it is a daily expectation. Other homework in Y7 and 8 involves half termly projects set by each Area of Learning and Experience. For Y9, 10 and 11 homework is set in line with the GCSE courses undertaken. Homework projects and GCSE homework will all be published on Hwb for the relevant year groups.

## READY TO LEARN

At The John Frost School, we want every student to have the best possible learning experience free of any disruption. Our effective behaviour policy (Ready to Learn) requires all students to follow these 10 rules:

- Arrive on time, within five minutes of the bell
- Sit where you are told
- Show you are ready to learn
- Listen respectfully when others are talking
- Keep off-task conversations for social times
- Work in silence when an adult asks you to
- Allow others to learn
- Stay in your seat
- Don't eat or drink (only water is allowed in lessons)
- Speak to others with respect

Any student who breaks one of these rules will be given a warning by their teacher in the lesson and their name will be written on the board. If a student then breaks a rule a second time, they are sent immediately to the school's Isolation Room (IR).

The parents of any students sent to the IR will be notified of this by an automated text message once they have arrived there. A student who has been sent to the IR will remain there for five whole lessons. They will also have to remain in school until 3.40 p.m. For example, a student who is sent to the IR during period 3 on a Monday will spend the rest of the day there until 3.40 p.m. They will then need to return to the IR on Tuesday at 9.00 a.m. (after registration) until the end of period 3. During their time in the IR, students will have a shorter break and lunchtime time and at different times to the rest of the school. They will be given work to complete while they are in there.

## MOBILE PHONES AND AUDIO EQUIPMENT

Students who bring equipment of this nature into school do so at their own risk and the school cannot take responsibility for any lost items. We ask that students ensure mobile phones are switched off and kept at the bottom of their bags. If a student is caught using their mobile phone in a lesson without permission from a teacher, the item will be confiscated and locked away for a parent to come and collect.

## SCHOOL MEALS

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for **dinner money**. This can be done online using a very secure website called ParentPay, or in cash at local stores where you see the PayPoint logo.



## FREE SCHOOL MEALS

If your child qualifies for free dinners, their account will be credited accordingly. However, you will still be able to top up the account if you wish to. If your financial circumstances change, it is important to contact Newport City Council and seek advice.

If your child prefers to bring sandwiches from home, this is quite acceptable and they may join the other students in the canteen where food is being eaten. Food should not be eaten anywhere else in the school.

The school has adopted a Healthy Eating Policy, so crisps and canned drinks cannot be brought onto the premises from outside. We provide every student with a water bottle and there are water fountains across the school site. Please ensure your child does not bring energy drinks or fizzy drinks to school.

Linked to the launch of ParentPay, is the collection of students' biometric data (a finger print) which will be used as the authentication for payment for food purchases. Please note that the finger prints taken cannot be used for any other source.

**We will be sending letters in the post during August.** The letters will contain your username and password to activate your account, or to add a child to your existing account, in readiness for September. **Please note you will need the codes from these letters when you 'add a child' in order to update your child's school to The John Frost High School. All balances and information will then transfer to this new school account seamlessly.**

**If you already have a ParentPay account,** with another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page.

**If you are new to ParentPay** you will be given a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the 'Add a child' tab on your home page.

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £1.50 each. Payment cards take around two weeks to arrive but we can issue a barcode letter as an interim measure.

**No student should leave the premises during lunch time.**

If a parent wishes a child to go home for lunch they must write a letter to the Headteacher stating their reasons. A yellow pass must then be obtained from Main Reception and no student will be allowed off premises without this pass. If a student has an appointment, then the attendance officer must be contacted and made aware of the appointment and the parent/carer must come to main reception to sign out their child. No child will be allowed to leave the premises without a parent/carer.

## SCHOOL REPORTS AND PARENTS EVENING

Parents are welcome to discuss their child's progress at anytime. We ask parents to ring Reception on 01633 654100 to arrange an appointment if they so wish. An email will be sent to confirm the date of Parents' Evening which will give instructions on how to book appointments using our online Parent Evening system. This will give you the opportunity to come into school and speak to your child's tutor and teachers about the progress being made academically and in terms of personal development. School reports are issued once per term to give you a clear picture of your child's progress and attitude to learning in all subject areas.

## REQUESTS TO MEET WITH A MEMBER OF STAFF

Please can we ask that you do not arrive at main reception during the teaching day requesting to speak with a member of staff. Staff will be teaching and cannot leave classes unattended while they meet with you and you may be asked to leave. Please contact reception who will arrange a convenient time for both you and the teacher. Ideally this time will be before or after the school day.

# IMPORTANT INFORMATION

## CORRESPONDANCE

Please be aware that all letters sent home, including individual student school reports, are sent via email using the school's electronic "**In-touch**" system.

It is vital that you **provide an up to date email address** and inform us immediately of any changes.

## DATA FORMS

**We will be in touch within the next few weeks regarding how we will obtain this essential information from you.**

## HEALTH AND FIRST AID

There are a number of people qualified in first aid at the school and any student who is injured should make their way to Student Reception where they will be supported accordingly. If they cannot make their way to Student Reception, there are always several staff on duty whom they can seek help from. A medical room is available when necessary. If your child needs to be sent home you will be contacted and asked to collect them from Main Reception. Please encourage your child to go to Student Reception if unwell rather than contacting you themselves as this can cause some undue panic.

**It is essential that contact numbers and addresses are accurate in cases of an emergency.**

## BUS ROUTES

Newport Bus are responsible for the buses that bring the students to school. If you have any queries the number to ring is 01633 670563 or visit the website [www.newportbus.co.uk](http://www.newportbus.co.uk)

## ANTI-BULLYING STATEMENT

At The John Frost School we take very seriously any acts of bullying. We will not tolerate it. We are all responsible for taking measures to prevent bullying and we work hard to protect those who might be bullied. Our aim is to provide a safe and happy environment for all our students so that we enhance their success. We work hard at The John Frost School to promote positive attitudes in all students.

We issue this statement to parents so that they are aware of signs which may become apparent with their child.

### **Helping a child who is bullied** (Guidelines for parents and adults from Kidscape)

- Look for the signs: Keep an eye out for reluctance to go to school; frequently lost objects or possessions; low self-esteem; complaints like, "Everyone picks on me."
- Ask open-ended questions, questions that can't be answered with a brief yes or no such as "What did you do at break today?" or "Who did you sit next to on the bus today?" Show you are interested in your child's experience and this will usually elicit more conversation.
- Listen to what your child has to say: Find out what support your child needs and what support he/she would like from you.
- Observe how your child interacts with other children: Help your child to develop the skills necessary to make and maintain friendships.
- Help your child learn specific strategies for handling problems; role-play can be a useful strategy. Practise how to handle specific situations. Always encourage children to walk away if a situation feels dangerous or out of control.
- Help your child find ways to join in with others: provide opportunities for your child to take part in physical activities such as a sport or dance, or to be of service to others.
- Please remember to tell your child 'IT'S COOL TO TALK'.
- Please tell your child to talk to his/her Form Tutor, Wellbeing Officers based in the Pastoral Hub, Progress Co-ordinator or another trusted member of staff.

# WELLBEING

Your child's wellbeing is the most important thing to us. We know that those whose wellbeing is good are free to achieve their personal goals both personally and academically.

We pride ourselves on our nurturing and supportive relationships. From their first day, your son or daughter will be effectively supported in our caring community. Central to this is your child's tutor group. Form tutors play a vital role in keeping a watchful eye on your child's academic and personal development. Student and tutor meet at least twice a day. The tutor is the first point of contact and the daily link between home and school.

We are aware that all young people are different and come with their own individual needs. That is why we have invested so much in ensuring all needs are catered for both educationally and emotionally.



Please see below a list of staff who are part of our Inclusion & Wellbeing Team:

**Mrs. Michayla Poulton** – Assistant Headteacher for Inclusion & Wellbeing/ Child Protection Officer.

**Mr. James Rees** – Assistant Headteacher for Inclusion & Wellbeing/Deputy Child Protection Officer.

**Mr. Dave Thomas** – Progress Co-ordinator for Year 7

**Mrs. Debra Clayton** – Assistant Additional Learning Needs Co-ordinator

**Mrs. Anne Llewellyn** – Family Engagement Officer

**Mrs Jayne Wheatle** – Wellbeing Officer (Pastoral Hub)/ Isolation Room Manager

**Mrs. Helen Shergold** – Wellbeing Officer (Pastoral Hub)/ Isolation Room Manager

**Mr. Connah Vaughan** – Wellbeing Officer (Pastoral Hub)/Isolation Room Manager

**Mrs. Lorraine Pollard** – Learning Support Base Manager

**Mr. John Batcock** – Internal Exclusion Room (ACE Room) Manager

**Mrs. Angela Stephens** – ASD Base Manager

**Mrs. Gail Timmins** – Learning Coach

**Mrs. Lisa Edwards** – Attendance Officer

We understand that if a problem arises you need to talk to someone promptly to try to resolve the matter as soon as possible. By implementing our Pastoral Hub, which is manned throughout the day, it means that when you make a call to the school to speak to someone about an issue, a member of staff is always available to listen and take action promptly. Our skilful team will always try to help you resolve any issues you may have and will always communicate effectively with you and the Progress Coordinator.

# YEAR 7 SUBJECT INFORMATION FOR PARENTS

## LITERACY

### WHAT IS LITERACY?

Literacy incorporates all aspects of Oracy, Reading and Writing. Students with good literacy skills are able to make faster progress in lessons, as well as develop into independent thinkers and successful learners; this leads to higher levels of achievement.

Literacy skills are essential in all subjects, not just English. Being able to understand questions, locate information, explain ideas, analyse and evaluate texts are skills which are needed across the curriculum. At GCSE and in the Sixth Form, in a variety of subjects, a number of marks can be awarded or deducted on the basis of accurate grammar and spelling.

Beyond education, literacy continues to be important. The process of applying for jobs, filling in forms and writing letters are just some of the things that our students will be expected to do. Additionally, simple activities such as browsing the internet, reading magazines, and choosing from menus are all reasons why literacy skills need to be developed and supported both in school and at home.

### LITERACY AT THE JOHN FROST SCHOOL

Within school, there are a range of literacy issues that we aim to tackle. These issues include:

- Developing an ability to speak in different contexts for a variety of purposes, using Standard English.
- Reading and understanding a range of texts, including continuous and non-continuous, in order to interpret, analyse and use information.
- Basic punctuation errors including capital letters, full stops, apostrophes and commas.
- Structuring writing into clear and effective paragraphs.
- Using a variety of sentence types to convey meaning.
- Developing a greater range of vocabulary and learning various spelling strategies.
- Providing the opportunity to write extensively.

During all lessons across the curriculum, there are specific tasks set and completed regularly to help improve students' literacy. Furthermore, we have a specialist Literacy Intervention Tutor who works with small groups, which are an addition to their timetabled lessons, to help address these issues. Students will take part in the school's Accelerated Reader programme and are expected to read their AR book for ten minutes at the start of every lesson. Our library is well stocked with a range of books as part of the AR programme and students will be given a book in the first few weeks of Y7. There will be plenty of opportunities for students to change books when they have finished the one they are reading.

## ACCELERATED READER

All students in Y7, 8 and 9 take part in the Accelerated Reader Programme. The school has invested heavily in this programme and it is making a significant difference to the reading skills of our students. Students receive a Star Test three times a year; this test determines which books they should be reading and they choose accordingly from the library. Once they have finished a book, they take a quiz on it using one of the school's Chromebooks. They should aim to pass this quiz scoring 80% or above as this shows they have read it thoroughly and carefully. Their next Star Test may then show they need to move up a level(s) in terms of the books they are selecting. We have a wide range of books available in the library. Once a fortnight students have an English lesson in the library where they can change their book and chat to their teacher about their progress with AR. They are also encouraged to change their books before school, at break times and lunchtimes and after school. During tutor time they can also change their books with permission from their tutors.

## HOW CAN PARENTS HELP?

Here are some specific examples of what you can do at home to further support your child's developing literacy skills:

Have regular, extended discussions which allow your child to give their thoughts, opinions and ask questions e.g. talk about their day at school or discuss current affairs

Read at home regularly, including both fiction and non-fiction texts e.g. novels, newspapers, leaflets and websites

Ensure your child reads their AR book every night for a minimum of twenty five minutes

Visit bookshops to encourage reading for pleasure

Practise creative writing for fun, such as narrative writing and poetry

Encourage them to create interesting mnemonics and calligrams to help them with words they find difficult to spell

**We would encourage your child to follow [tjfs\\_literacy](#) on Instagram using the hashtag [#readersbecomeleaders](#)**

# NUMERACY

## WHAT IS NUMERACY?

Numeracy is a vital skill which is necessary to help achieve success throughout secondary education, further and higher education, employment and adult life. The John Frost School ensures students have opportunities to develop their numeracy skills through all subjects not just in mathematics. We focus on consistency of techniques between subjects, transferable skills and promoting resilience in learning.

Parents can help develop numeracy skills at home:

Always be positive about numeracy/maths. Please do not say – “I hated maths at school” or “I am no good at maths”.

Reinforce the basic skills at home – test your child’s mental maths.

It is really beneficial to help your child see where numeracy is found in everyday life. It will help develop the skills such as sorting, measuring, calculating, seeing patterns and relationships between numbers, making sense of and checking information.

Here are some specific examples of what you can do to develop numeracy with your child:

- Encourage your child to explain to you what numeracy they have been doing in any subject at school and teach you how to do it
- Compare “Best Buys” or estimate the total for the weekly shopping
- Discuss household finances such as bills, pay slips etc.
- Play games which help practise numerical skills with your child or encourage them to play these with their friends. Games where scores have to be calculated such as Scrabble are a good example
- Scaling up recipes and working with measures
- Estimating and accurately measuring lengths, areas, mass, capacity when shopping or helping with DIY
- Planning and organising trips by reading timetables and working out timings when travelling
- Practise multiplication tables and mental arithmetic
- Interpreting graphs and diagrams in newspapers, magazines or on the Internet
- Discuss the time, time zones, recording times (in tenths and hundredths of a second) and temperature with your child

An excellent website to help students with maths/numeracy skills is BBC Bitesize:

<http://www.bbc.co.uk/education/subjects/zqhs34j>

The school’s main focus in Y7 and 8 with numeracy is fluency in the times tables. We focus on this using the #TTFL on our maths social media and in lessons. We would encourage your child to follow the maths department on Instagram if they have access to social media, at **tjfs\_maths**.

# THE YEAR 7 CURRICULUM

The curriculum at Key Stage 3 (Years 7 and 8) is skills focussed. The students learn their subjects, as described below, and there is a clear emphasis on improving literacy, numeracy, ICT, working together, improving own learning performance as well as the social and emotional aspects of learning.

The school is preparing for the new Key Stage 3 curriculum in 2022 and as such departments are grouped into Areas of Learning and Experiences (AoLEs) with a focus on collaborative learning for the students. In every AoLE, there is a significant focus on Health and Wellbeing.

In some subjects students are set according to ability and in other subjects, students are taught in mixed ability classes.

Students have tutor time in their form class twice per day. Form classes are mixed-ability classes.

## **LANGUAGES, LITERACY and COMMUNICATIONS AoLE**

### **Welsh - (Cymraeg)**

The Welsh department has been working with its advisors and cluster schools in order to create a scheme of work which is seamless in its continuation from Year 6 into Year 7.

During the first year in The John Frost School students practise improving their Welsh literacy skills. They will discuss topics such as: my friends, school, hobbies and the weekend. All students are encouraged to work in groups and individually, with emphasis placed upon the oral aspect of the course. By the end of Year 7, students will be able to discuss topics in the present and past tense in their written and oral work.

The Welsh department works closely with the French and English departments to create schemes of learning under the Languages, Literacy and Communications AoLE.

### **Spanish - (Sbaen)**

In Year 7, students have the opportunity to experience Spanish.

For the first time in a number of years, and due to popular demand, students will be learning Spanish as their Modern Foreign Language. They will learn how to describe themselves and the world around them in this fascinating and highly useful global language. In class, students will learn through song, playing games and interactive language learning techniques that are up to the minute in terms of their development. Students will be learning a language that will prepare them in becoming successful global citizens of tomorrow, ready to communicate with the populations of over 22 countries around the world, equating to nearly half a billion individuals.

## English - (*Saesneg*)

In Years 7, 8 and 9 the department aims to improve students' skills in many areas. We focus mainly on Reading, Writing and Oracy; however, we also place great value on enabling students' thinking skills, their ability to learn independently, and the development of students' wider skills to enhance their learning experience. Each year group studies at least three schemes of learning throughout each year of Key Stage 3 and these are linked to Modern Foreign Languages and Welsh as part of the school's 'Languages, Literacy and Communication' Area of Learning. The contents of the Year 7 schemes are detailed below.

In the autumn term, in conjunction with MFL and Welsh, students will study a scheme entitled 'Identity and the Individual', which is taught through the use of the novel 'Skellig' and Shakespeare's 'Macbeth' in English. During this term, students will have the opportunity to develop and improve their grammar and accuracy within their sentences as they explore their own identity, the identity of other people, and identity within other cultures. They will practice constructing both fiction and non-fiction written texts in conjunction to improving their reading skills across the term whilst also developing an appreciation for themselves and those around them.

In the spring term, students will study our 'Welsh Identity and Citizenship' scheme to link into their preparation for the school Eisteddfod. In order to celebrate their life as a Welsh citizen, this scheme will allow students to broaden their understanding of Welsh fiction, culture, and history (including Welsh crime and mysteries) and life in Newport. The aim of this term is to build upon the foundations laid in the autumn term with regards to reading skills, continuing to practice employing their inference and deduction skills through reading a variety of Welsh fiction and non-fiction texts. In addition, there will be a particular focus on writing persuasively, writing to consider alternative viewpoints, and with opportunities to develop their description writing skills.

The summer term will involve the study of two separate but linked schemes of learning: in conjunction with Welsh, student will explore 'Heroes and Villains' through a variety of literary and non-literary texts; students will also undertake a study of 'Myths and Legends' which will be taught through the use of 'Harry Potter' and a range of other fiction extracts. Students will look at key scenes of the novel, examples of famous myths and legends and in doing so exploring the language, meaning and effect used by writers. They will also focus on enhancing their own creative writing skills.

Underpinning these modules are lessons which focus upon improving students' grasp of the mechanics of the language: vocabulary, spelling, sentence construction, and punctuation. Our schemes have been adapted to link with the new style GCSE papers which students will sit in Years 10 and 11. They will be given numerous opportunities throughout all three schemes to complete and review GCSE POS (programme of study) and style of questions and techniques which will be hugely beneficial to the students' learning.

All students will take part in the school's Accelerated Reader programme from September. This aims to encourage reading for pleasure and help build students' skills and enthusiasm for reading through regular reading opportunities, engaging online testing, and rewards. Classes complete a dedicated hour once a fortnight in English to complete their reading and testing; reading in lessons and outside of school are also actively promoted. The Accelerated Reader programme is designed to not only develop students' reading skills but also improves their vocabulary range and ability to write with variety.

## Mathematics - (Mathemateg)

Year 7 students will work on topics covering Number, Algebra, Shape Space and Measures, and Data Handling. They will:

- understand place value from hundredths to thousands
- work with positive and negative numbers, writing them in order, adding them and subtracting them
- use fractions, decimals and percentages and learn to convert between them
- learn the order in which to carry out calculations involving more than one of the operations of addition, subtraction, multiplication and division
- use written methods for multiplication and division, extending them to numbers with up to two decimal places
- check their calculations by estimation or by reversing the process they have followed
- learn to choose methods for problem solving
- use algebraic notation to represent unknown numbers
- simplify algebraic expressions and solve linear equations using formal methods
- learn to describe coordinates in all four quadrants
- plot co-ordinates on a grid, according to a given rule
- work with parallel lines
- calculate unknown angles in triangles, quadrilaterals and general polygons
- calculate the area and perimeter of 2-D shapes
- calculate the volume and surface area of 3-D shapes
- measure and draw angles using a protractor
- measure and construct bearings
- convert between centimetres, metres and other metric measures
- use calibrations correctly on various measuring instruments
- calculate the range, mode median and mean of various types of data set
- draw pie charts to represent a range of discrete data

Examples of some of these skills are illustrated with videos on our Instagram feed [\*\*@tjfs\\_maths\*\*](#)

Students will practise solving extended problems similar to GCSE examination questions from the start of their time here. Progress is assessed via six end-of-unit tests.

## HUMANITIES AoLE

### Religious Studies - (*Astudiaethau Grefyddol*)

Students will study many aspects of religion and spirituality. They will be introduced to the major world religions as well as considering some of the 'Big Questions': Who is God? What is justice? What responsibility do we have to the world around us? Sacred texts will be introduced, as well as major religious figures and their teachings.

The RS department works closely with the History and Geography departments to plan lessons as part of the Humanities AoLE.

### Geography - (*Daearyddiaeth*)

Year 7 Geography students will follow three themes as part of the new Humanities thematic curriculum. During the Autumn Term, students will complete various skills-based lessons in Discovery, for example, exploring topics such as volcanoes and earthquakes. The students will then move on to study other tectonic hazards such as hurricanes and extreme weather. The Spring Term theme of Culture involves the students immersing themselves into various local, national and global locations. The Summer Term will allow the students to explore the Earth's ecosystems, climate and weather patterns, identifying global environmental challenges. Each theme will build upon the students' literacy, numeracy and wider skills. There will be many opportunities for cross-curricular links to be forged and the challenging nature of lessons will hopefully assist in the high outcomes at GCSE level within the subject.

All topics will build upon the students' ability to: explain, problem-solve, analyse, examine and justify opinions and geographical concepts. Students will be provided with learning opportunities outside of the classroom, they will become exposed to a range of learning experiences that cement their knowledge and understanding. The Geography curriculum will provide opportunities for all learners to learn about their heritage and sense of place through a study of their *cynefin* and of Wales. It will promote an understanding of how the people of Wales, its communities, culture, landscape, resources and industries interrelate with the rest of the world. Promoting an understanding of the ethnic and cultural diversity within Wales will also help learners appreciate the extent to which it is part of a wider international community.

### History - (*Hanes*)

History in Year 7 builds on much of the knowledge and understanding students would have gained in primary school. Although the period of study will be new to students – we study Medieval Britain in Year 7 – we still learn about famous people (such as William the Conqueror), important events (such as the Battle of Hastings and the Black Death), and how people lived their everyday lives. Everyone loves a good story and we look at many of these. As well as hearing the great stories from British History, we aim to develop vital skills that are not only essential in History, but right across the curriculum and life! For example, we encourage students to become critical thinkers who can recognise bias, and explain why there are different versions of the past. We also encourage engagement with sources, and try to develop students into historians who always ask the right questions of evidence, rather like a detective would. We teach them the strategies they need to go on to be successful students of History in Key Stage 3 and also at GCSE.

The History Department is proud of its creative nature. We always try to engage students through the activities we carry out in class, including role play, arts and crafts modelling, performing speeches and script writing. We often run competitions and are keen to allow flexibility in the schemes of learning to reflect particular interests or events e.g. St David's Day. There is also a History library which is based in the LRC.

## EXPRESSIVE ARTS AoLE

### Music - (*Cerddoriaeth*)

In Year 7, students follow a thematic curriculum and will complete several projects that will enable them to experience a wide range of musical activities, through a variety of musical styles and cultures. They will be given the opportunity to work individually, in pairs, in small groups and as a class. Students are able to access the wide ranges of resources in the department, including our Jam Pod room, which includes electric drum kits, electric guitars, bass guitars and keyboards, and our computer suite, using software such as Mixcraft and Sibelius Ultimate.

The Music Department offers various extra-curricular activities to all students and include Singing Club, Senior Vocal Group, Jam Pod Club, Junior Band and Big Band. Instrumental and vocal lessons are also provided by Gwent Music.

The Music department works closely with the Art and Drama departments to plan lessons as part of the Expressive Arts AoLE.

### Art - (*Celf*)

Students are likely to experiment with a range of artistic techniques such as drawing, painting, collage and sculpture. They will use a variety of starting points before developing and improving their ideas; many of which will be recorded in their sketchbook. Students will examine work by well-known artists, as well as their classmates, with a view to developing their own critical skills. The three terms are dedicated to three different themes, which link with Music and Drama in a thematic curriculum.

Autumn Term – Elements

Spring Term – Culture- Wales and Beyond

Summer Term – Maps and Journeys

### Drama - (*Drama*)

In Year 7, the Drama Department introduces students to several basic dramatic skills, completing units involving tableaux, mime and script work. They are introduced to several basic dramatic skills, completing units involving tableaux, mime and script work. They will be taught how to use these dramatic skills in performance. Students will learn to work as a member of a team, contributing ideas and evaluating their own and others' work on a regular basis. They will be supported to build their own confidence by performing regularly in front of their peers.

The Drama Department offers many extra-curricular opportunities for all students throughout the year, including Drama and Dance clubs, a whole school musical staged in February and opportunities to perform in Family Assemblies and the Eisteddfod.

## SCIENCE AND TECHNOLOGY AoLE

### Science - (Gwyddoniaeth)

Science is one of the core subjects, so Year 7 students have six one hour lessons per fortnight. A wide range of topics are studied and the level of work covered varies from three – seven depending on the student's ability. All of the relevant skills in literacy and numeracy are developed as well as wider skills: creativity and innovation, critical thinking and problem solving, planning and organising and personal effectiveness.

The Science department works closely with the PE, IT and Technology departments as part of the Science and Technology AoLE.

In their Year 7 Science lessons, students will study the following topics:

#### Autumn Term

**CSI Newport**- In this unit students use the areas of atoms, elements, mixtures, compounds, acids and alkalis and fingerprints to solve a crime.

**A & E** – In this unit students study cells, the microscope, human reproduction and problem solving all set within a hospital scenario.

#### Spring Term

**Shipwrecked** – In this unit students use their scientific knowledge to solve the problems which would face them if they had been left shipwrecked on a desert island. The areas of Science that they study are forces, solids, liquids and gases, rocks and weathering.

#### Summer Term

**Fit4Life** – In this unit, students study food groups, diet, digestion, solubility and energy.

**Microbes**- in this unit students study a timeline of diseases, different types of pathogens and investigate the effect of antibiotics.

Many different teaching strategies and resources are used including experiments, both as class practicals and demonstrations, videos, computer presentations, model making and drama. Students are also able to plan, carry out and analyse their own investigations in order to develop their scientific skills within the strands of planning, developing and reflecting.

### Design and Technology - (Technoleg)

In Year 7, Design and Technology follows a thematic curriculum, this year focusing on Forensics, Shipwrecked and Fit for Life. Students develop skills in all areas of the subject, including Resistant Materials, Product Design, Systems and Control, Food and Textiles. This year we have been working closely with other subjects to engage the students in cross curricular projects. The emphasis in Year 7 is to enhance their knowledge of the design process and develop their confidence using tools and manufacturing processes. Students are given the opportunity to collaborate on various projects, whilst also experiencing individual design and make tasks.

Students have the opportunity to use a wide range of materials and equipment, including computer aided design programmes to assist them with their tasks. In each project students are given a design brief which outlines the basis of the design-and-make task. Students are taught the design process in each of the modules and are encouraged to develop their design ideas while taking into account factors that can affect their designs such as size, shape, purpose, material availability and cost. Students will be fully involved in the evaluation of their work in each project so that they may make consistent progress in their learning and achievement.

As well as developing design and communication skills students will experience making products to a given design brief in a range of materials such as fabric, food, and wood, metal and plastic including some computer controlled machinery such as a laser cutter.

## **Information and Communication Technology (ICT) - (Technoleg Gwybodaeth)**

The Year 7 ICT programme will help students develop their digital competence skills and will support their use of technology across the curriculum. In addition to the Digital Competence Framework, our Scheme of Learning also incorporates the Welsh Government Literacy and Numeracy and Wider Skills Frameworks.

ICT lessons are taught once every two weeks by an ICT specialist teacher. Homework is mostly paper-based and students will not usually require a computer for this. Additionally, students can access computers in our Learning Resource Centre before school and at lunchtime. All students are required to agree to an Acceptable Use Policy before access is granted to the school system.

Key Stage 3 students will learn basic computer concepts using block-based programming, including how to plan and create their own game. Our students are encouraged to embrace creativity and will also gain experience using Serif graphics software. Furthermore, through 'Hwb', our online learning platform, students will extend their skills in Microsoft Office applications by learning how to organise, create, share and collaborate documents and present their work in different ways.

More significantly, students will develop strategies to become responsible digital citizens and to respond positively to the world around them; this will help them to prepare for the future, as a competent and confident user of digital technology.

## **Physical Education - (Addysg Gorfforol)**

Students will improve their individual and team skills in a variety of sports, whilst developing their personal fitness through our Health Related Exercise Programme. A key aim is to encourage enjoyment of participation in sport through the development of specific skills, techniques and tactics. Which sports are offered will depend to some extent on the facilities available. For example, we are fortunate to have a swimming pool and therefore all students in Year 7 will be taught swimming.

## **PSE - (Datblygiad Personol)**

Personal, Social and Health Education (PSHE or PSE) in The John Frost School aims to develop students' empathy with others, awareness of moral attitudes, self-esteem and confidence. It also aims to empower students to participate in their communities from school to a global scale. Students will develop awareness of their rights as citizens but also the responsibilities that accompany those rights. PSE will also foster encourage positive attitudes towards the 'world of work', the environment and sustainable development.

Topics covered:

- Food and Fitness
- Wellbeing and emotional health
- Substance use and misuse
- Sex and Relationships
- Work and Personal Finances
- Citizenship, Environment and Global Poverty
- Growth Mindset

Also external agencies are regularly invited in to present topics as per the PSE syllabus.

## EAL

The EAL Department (English as an Additional Language Department) helps students who do not speak English at home. A teacher may come to some of your child's lessons to help. Some students are given extra English lessons to help them to catch up.

If your child had EAL help in Primary School we will know about them.

## Parent Teacher Association



The Friends of The John Frost School are parents, teachers and friends who help with fundraising as part of the school community. The PTFA is a registered charity and part of the PTA UK network.

Over the years we have purchased many items and the group has organised the school prom annually since 2005. We have contributed towards school trips to reduce the cost for parents. We have provided digital equipment, team kits for PE, books for many subjects including English, Business Studies, Science and Geography, and supported Drama, Music and Art.

In order to carry on supporting the school the PTFA would welcome new members. Please contact us if you feel you can help.

You can follow the work of the PTFA on [Facebook](#) and [Twitter](#). We are always trying new things and we also welcome donations and payments via Paypal and Justgiving:

<https://www.justgiving.com/friendsofthejohnfrostschool>

# PRIVACY NOTICE AND GENERAL DATA PROTECTION REGULATION (GDPR)

## How we use student information

### Why do we collect and use student information and Legal Basis for Using Information

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the student data:

- As part of our admissions process
- To support student teaching and learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To access our school meals, payments and school communication system
- To support you to decide what to do after you leave school

### Categories of student information that we collect, hold and share include:

Personal information (such as name, unique student number and contact details)

Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)

Attendance information (such as sessions attended, number of absences and absence reasons)

National curriculum assessment results, special educational needs information, relevant medical information

Biometric finger prints for school meals

### Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us, or if you have a choice in this.

### Storing student information

The John Frost School keep information about you on computer systems and also sometimes on paper.

We hold your education records securely (computerised and paper) in accordance with guidance issued by the Local Authority regarding document retention i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed. Biometric fingerprint data is destroyed as students leave school in years 11, 12 and 13.

Access to the school's IT and Data Systems is restricted to authorised individuals only and is underpinned and protected by our Information Retention and Disposal Policy and Acceptable Usage Policy. Access is logged and routinely monitored to protect users and the integrity and security of systems and data.



The John Frost School adheres to the following retention periods for computer held personal data:

- Student homedrives and mailboxes are retained for a period of 1 calendar year.
- Staff homedrives and mailboxes are retained for a period of 5 calendar years.
- System and web filter logs are retained for a period of 1 calendar year with the exception of print logs which are held for a period of 1 calendar year and 1 month.
- CCTV Footage is retained for a period of 1 month.
- Phone records/messages are retained for a period of 7 days.
- We have a third party arrangement with a catering partner to access information for school meal purposes. This information is held on a computerised system and is accessed by the catering staff but not shared. Biometric fingerprint information is destroyed as students leave school. Basic student information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years.

Where data resides on third party systems e.g. Google Apps, contracts exist to ensure data security, integrity and retention periods match legislation with The John Frost School in house systems.

All system backups are encrypted and are held in multiple, physically secure locations as part of the school's Emergency Plan.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets. All visitors to site are logged into a visitors' access system. Control to areas where records are stored is restricted – students and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

### **Who do we share student information with?**

We routinely share student information with:

Other Schools or colleges that students attend after leaving us

Our local authority (Newport City Council) and the Education Achievement Service (EAS)

Welsh Government

### **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the Welsh Government (for example; PLASC and post16 data, go to:

<http://gov.wales/topics/educationandskills/schoolshome/schooldata>).

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

### **Requests for Information**

All recorded information held by the School may be subject to requests under the Freedom of Information Act 2000, and the General Data Protection Regulations. If you would like to submit a Freedom of Information / Subject Access Request, you can e-mail us. Subject Access Requests will be dealt with within one month (including weekends) of the date of receipt by the school. Please note that no charge is made for this information. Requests should be marked for the attention of Richard Gauregui and e-mailed to; [post@thejohnfrostschool.co.uk](mailto:post@thejohnfrostschool.co.uk)

## Your Rights

The Data Protection Act/GDPR gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt.

You have the right to request;

to have your data rectified if it is inaccurate or incomplete.

to have your data erased.

to restrict the processing of your data.

to exercise your right to data portability.

to object to the processing for the purposes of direct marketing, profiling and automated decision making.

We may share your personal data with other internal and external partners and agencies for the purposes of progressing you onto further education, employment or training.

The partners/agencies that we will share with are Newport City Council, Careers Wales, Coleg Gwent and local Training Providers.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the School contact detailed below or directly to the Information Commissioner's Office at:- <https://ico.org.uk/concerns/>

### Contact:

If you would like to get a copy of the information about you that Newport City Council provides to other providers please contact: Jodi Pontin on telephone no: (01633) 210100 or Email: [Jodi.pontin@newport.gov.uk](mailto:Jodi.pontin@newport.gov.uk)

If you would like to discuss anything in this privacy notice, please contact: Richard Gauregui [post@thejohnfrostschoo.co.uk](mailto:post@thejohnfrostschoo.co.uk) who will be pleased to assist.