



# THE JOHN FROST SCHOOL PARENT INFORMATION BOOKLET

Gwybodaeth i Rieni



2024/2025 Academic Year





Pennaeth / Headteacher:  
Mr M Tucker BA MA

# WELCOME FROM THE HEADTEACHER

Dear Parent/Carer

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@newportschools.wales](mailto:reception@newportschools.wales)

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?

Mrs L Colcombe  
(Attendance Officer)  
**01633 654111**

Main Reception  
**01633 654100**

Mrs L Ogilvie  
(Progress Co-ordinator Year 7)

Mrs H Rose  
(Progress Co-ordinator Year 8)

Miss E Jones  
(Progress Co-ordinator Year 9)

Mrs L Mills  
(Progress Co-ordinator Year 10)

Miss M Chard  
(Progress Co-ordinator Year 11)

Term	Term Begins	Half term starts	Half term ends	Term ends
Autumn 2024	(Monday 2nd September is an INSET Day)	28 <sup>th</sup> October 2024	1 <sup>st</sup> November 2024	20 <sup>th</sup> December 2024
Spring 2025	6 <sup>th</sup> January 2025	24 <sup>th</sup> February 2025	28 <sup>th</sup> February 2025	11 <sup>th</sup> April 2025
Summer 2025	28 <sup>th</sup> April 2025	26 <sup>th</sup> May 2025	30 <sup>th</sup> May 2025	21 <sup>st</sup> July 2025

Please note that not all INSET days and Bank Holidays have been recorded in the table above.  
We will update the website once they have been confirmed.

# 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 printed timetable. 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 each evening for the next day. They may need to be encouraged to do this.

We ask every child to have a bag in which their pencil case and other equipment should be carried. **Please do not forget to put your child's name 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.

Alternatively, you can buy uniform online via the Beam Sports and School Wear website, [www.beamnewport.co.uk](http://www.beamnewport.co.uk) Select the secondary school picture and click on The John Frost School badge to order uniform.

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

- Students are ONLY permitted to wear grey trousers or skirts 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. **Black tights should be opaque** – a good rule of thumb is that when they are worn you cannot see skin
- Headscarves should be plain black or plain grey
- 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/logoe fashion accessories

If your child is not in the correct uniform, they will be sent to the Isolation Room, where you will be contacted either by text or telephone.

**Students require rugby or football boots that can be worn on both 3G pitches and grass for PE lessons.**

**Please can you ensure you write your child's name INSIDE EVERY ITEM of their uniform, especially blazers and jumpers.** This is important because without this, we will be unable to identify lost items of clothing that are handed in to Student Reception.

## 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.** We cannot take any responsibility for loss or damage. We will always ask students to remove items of inappropriate jewellery. Failing to remove the jewellery will mean your child will be sent to the Isolation Room, and you will be contacted by telephone or text.

## HAIR STYLES

Students should not have extreme hair styles. This includes bright coloured dyed hair, logos or lines shaved into the hair. If you are in any doubt of what we class as an extreme hairstyle, please contact the school for clarification.



# IMPORTANT INFORMATION

## CORRESPONDENCE

Please be aware that letters and student reports are sent home via email, text and *SIMS Parent App*. Therefore, it is **vital that you provide an up-to-date email address** and inform us immediately of any changes.

## DATA FORMS

It is essential that we have current and up to date information for your child. **We will email you two links to access online forms. BOTH forms MUST be completed in full. Not filling in the forms may impact your child's education.** All future updates can be made by you using *SIMS Parent App*.

## SIMS PARENT APP

Invites to *SIMS Parent App* will be issued before the end of October half term; we will send you an invite via email with your log in code for you to set up *SIMS Parent App*. The information that you receive through the *SIMS Parent App* will help you stay up to date with your child's school life, as well as support your child's development and progress. To keep up to date and to keep the App working on your device, we suggest you log in **at least once a fortnight**.

## TRIPS AND VISITS

As well as using *Parentpay* to pay for meals in the canteen (see 'School Meals' section below), we also use this system to give consent for your child to attend school trips (*including any free trips*) and to make payment for trips when necessary. We are a cashless school so we cannot accept cash or cheques for any payments. As noted in the 'School Meals' section, we will send you an email with an activation code. **IT IS VITAL YOU SET UP A PARENTPAY ACCOUNT AS MOST TRIPS AND VISITS ARE ALLOCATED ON A FIRST COME FIRST SERVE BASIS.**

## HEALTH AND FIRST AID

There are a number of people qualified in first aid at the school. 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 undue panic. **It is essential that contact numbers and addresses are accurate in so we can contact you in cases of an emergency.**

## BUS ROUTES

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

## ANTI-BULLYING STATEMENT

At The John Frost School, we take any acts of bullying very seriously. 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 cannot 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 they 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 good to talk and be open and honest with one another.
- Please tell your child to talk either to their Form Tutor, Wellbeing Officers based in the Pastoral Hub, Progress Co-ordinator or another trusted member of staff.

## SCHOOL MEALS

**We cannot accept cash or cheques.** Parents can only use an e-payment method to pay for **school dinners**. This can be done online using a very secure website called '*ParentPay*'. The account is debited instantly. If you wish to pay cash into the account, then this is only available at local stores where you see the *PayPoint* logo. Please contact Main Reception where we will issue you with a barcode which will enable you to top up via *PayPoint*; please note the account can take up to 48 hours to credit.

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 inside the school and there are plenty of outdoor seating areas available for students to use.

The school has adopted a Healthy Eating Policy, so crisps and fizzy drinks cannot be brought onto the premises. There are water fountains across the school site so please ensure your child does not bring energy drinks or fizzy drinks to school.

Biometric data (face recognition) will be used as the authentication for payment of food purchases in the canteen. We will collect this data on your child's first day. Students will look into a camera to gain access to their dinner money at the canteen tills. When your child looks at the camera it will recognise their facial features and open their account.

We will email you information regarding *ParentPay*. The email will contain your username and password to activate your account, or to add a child to your existing account. **Please note you will need the codes from the email 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 automatically transfer to this new school account.**

**If you already have a *ParentPay* account** with another school, you can simply log in 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 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.

**No student should leave the premises during lunch time.** If a parent wishes their child to go home for lunch, they must inform the school and this request will be considered carefully. If permission is given, parents/carers must sign their child out of school at Main Reception.

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.**

## FREE SCHOOL MEALS

If your child qualifies for free dinners, the school tills will be credited accordingly each morning. However, you will still be able to add to the account if you wish to by using *ParentPay*. If your financial circumstances change, it is important to contact Newport City Council and seek advice.

## SCHOOL REPORTS AND PARENTS EVENING

Parents are welcome to discuss their child's progress at any time. We ask parents to ring Main Reception on 01633 654100 to arrange an appointment. 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 booking system. This will give you the opportunity to 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 without a prior appointment.** Staff will be teaching and cannot leave classes unattended to meet with you. The Main Reception doors are locked during the day; therefore, you may be asked to leave. Please always contact Reception first on 01633 654100 to arrange a convenient time for both you and the teacher. Ideally this time will be before or after the school day.

## HOMEWORK

Homework tasks will be published on **Hwb**; the digital platform for teaching and learning 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 Years 7, 8, 9 and 10 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 Year 7, 8 and 9 involves half termly projects set by each *Area of Learning and Experience*. For Y10 and Y11 homework is set in line with the GCSE courses undertaken. Homework projects and GCSE homework will all be published on **Hwb** for 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:

1. Arrive on time, within five minutes of the bell
2. Sit where you are told
3. Show you are ready to learn
4. Listen respectfully when others are talking
5. Keep off-task conversations for social times
6. Work in silence when an adult asks you to
7. Allow others to learn
8. Stay in your seat
9. Do not eat or drink (only water is allowed in lessons)
10. Speak to others with respect

Any student who breaks one of these rules in the lesson will be given a warning by their teacher 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). If a student is late to lessons three times in a day, they will be sent to IR.

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

## MOBILE PHONES AND AUDIO EQUIPMENT

Whilst students are able to bring their mobile phones to school, they are **not allowed to use them during the school day (including break and lunchtime)**, unless permission is granted by a member of staff. If a student is seen with their phone, the phone will be confiscated and returned to them at the end of the school day.

We have implemented this rule as a direct result of student voice discussions around cyber bullying and through listening to parents' and staff views.

# 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 our students to be in school a minimum of 96% of the time. At the end of each month, the school will communicate the attendance record of 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. 75% of students with 95% attendance gain 5 GCSEs with English and Maths.

## PUNCTUALITY

Students are expected to be on site at 8:30am and prepared for registration which begins at 8:40am. Being punctual is a very important life skill. At The John Frost School, we recognise the importance of developing this skill and therefore we have high expectations of our students. Students are required to attend morning registration at 8:40am and 2:00pm for afternoon registration. Students arriving more than 5 minutes late will be given a late mark. **Students with three late marks in one week will be referred to our Isolation Room and parents/carers will be contacted.** If a student arrives after morning registration (9:00 am), then they are expected to sign in at Main Reception and will be issued a lunchtime detention.

## 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 carer contacts the school's **Attendance Line on 01633 654111** (this is a 24-hour service). **Please note** that parent/carers must make contact **every day** their child is absent from school, stating their child's name, year, form group and reason for 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 written evidence of medical appointment 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.

## PE/GAMES

It is a requirement that your child takes part in PE lessons. We understand that there may be times when your child cannot participate; however, we would ask that if your child is unable to attend a PE lesson for a particular day, that a note is written for your child to hand to their PE teacher with the reason why.

## 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 Co-ordinator, the Family Engagement Officer or Education Welfare Officer. Welsh Government states all students under 90% attendance is classed as persistent absenteeism.

## 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@newportschools.wales](mailto:Reception@newportschools.wales)





# 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 goals both personally and academically.

We pride ourselves on our nurturing and supportive relationships. From their first day, your child 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 and Wellbeing Team*

**Mr J Rees** – Assistant Headteacher for Inclusion and Wellbeing/Child Protection Officer.

**Mrs L Pollard** – Family Engagement Officer

**Mr D Thomas** – Student Engagement Co-ordinator

**Mrs K Jenkins** – Learning Support Base Manager

**Mr J Batcock** – Internal Exclusion Room (ACE Room) Manager

**Mrs A Stephens** – ASD Base Manager

**Mrs K Holyoake** – Learning Coach (Aspire)

**Mrs D Rees** – Additional Learning Needs Co-ordinator

**Mrs D Clayton** – Assistant Additional Learning Needs Co-Ordinator

**Mrs J Wheatle** – Wellbeing and Isolation Room Officer (Pastoral Hub)

**Mrs H Shergold** – Wellbeing and Isolation Room Officer (Pastoral Hub)

**Miss L Edwards** – Wellbeing and Isolation Room Officer (Pastoral Hub)

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 your child's 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 in addition to their timetabled lessons, to help address these issues. Students will take part in the school's *Accelerated Reader* (AR) 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 Year 7. 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 Years 7, 8, 9 and 10 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 take 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

# 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 Year 7, 8 and 9 with numeracy is fluency in the times tables. We focus on this in all maths lessons and also during form time. We also have a dedicated maths page on **YouTube** that we would encourage all students to subscribe to if possible. They can do this by searching for **TJFS Maths**.



# THE YEAR 7 CURRICULUM

The curriculum at Key Stage 3 (Years 7, 8 and 9) 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 has developed a 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 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 that focus on '*Hunaniaeth*' – '*Identity*.' All students are encouraged to work in groups and individually, with emphasis placed upon the oral aspect of the course. Students will complete most tasks on Chromebooks in lessons, practising their reading, writing and ICT skills. 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 Spanish and English departments to create schemes of learning under the Languages, Literacy and Communications AoLE.

### Spanish - (*Sbaeneg*)

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

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 who speak Spanish, equating to nearly half a billion individuals.

## English - (*Saesneg*)

Our aim within the English department is to ensure that our learners become aspirational, confident and informed citizens of Wales and the world. They will embrace both their own and others' cultural identity within a diverse and multi-lingual world. To achieve this, each year students will study a conceptual curriculum; Year 7 will study the concept triad of 'Culture, Diversity and Equality'. Students will complete several schemes of learning across the year during which they will examine these concepts whilst also developing their reading, writing and oracy skills.

In the autumn term, students begin their English studies by developing their literacy cultural capital through our Shakespeare taster scheme. This will include the study of Shakespeare's relevance today, a famous sonnet, and provide them with tasters of his plays *Richard III*, *Macbeth* and *The Tempest*. In addition, students will complete a creative writing scheme of learning which will allow them to explore and engage with a variety of fiction and non-fiction texts and allow them to share their imagination and creativity through their own original writing. The texts they study will range from prologues, gothic writing, and fantasy fiction.

In the spring term, students will explore the topic of heroes in literature and life through a variety of literary and non-literary texts. Students will consider real-life heroes and what the term means to them, and they will study texts that include figures from different cultural, ethnic and social backgrounds; we aim to support learners to make sense of diversity in literature and develop empathy. In addition, students will study our *Welsh Identity and Citizenship* scheme to link into their preparation for the school Eisteddfod in March. 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. In addition, there will be a particular focus on writing persuasively and developing their ICT skills as they complete an online project in groups to create and promote their own Welsh festival held in Newport.

The summer term will include a study of myths and legends, which includes the reading of *Harry Potter* and a range of other fiction extracts. Students will look at key scenes of the novel and they will study various themes in the texts, such as friendship and bravery. Moreover, they will be offered the opportunity to explore examples of other famous myths and legend, including those from other cultures, and they will demonstrate their creativity by creating their own beast or monster and writing descriptively.

To further develop independent writing, creative freedom and skill, students will be taught a *Quick Writes* lesson once a fortnight. These lessons are separate but complimentary of the main schemes of learning as described above. They use pictures and visual stimuli, activities on vocabulary, and work on punctuation to develop students' writing skills and to encourage them to be more confident, expressive and original in their writing.

To further develop their oral skills, students will undertake a P4C (*Philosophy for Children*) session each half term. These sessions will help to foster their critical thinking skills from a young age, helping them to navigate complex ideas and make informed decisions.

All students take part in the school's Accelerated Reader programme. This aims to encourage reading for pleasure and help build students' skills and enthusiasm for reading through regular reading opportunities, engaging in 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 co-ordinates 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

and see the applications of these topics in real-life situations.

Examples of many of the above skills are illustrated with videos on our **YouTube** channel **@TJFS Maths**

A big focus for the department (and the whole school) is to promote fluency with the multiplication tables. Our '*Times Tables for Life*' drive means that students will practise these in every maths lesson in order to improve their recall of these essential facts. Please see the 'Numeracy' section for more detail on this.

Assessment of and for learning plays a major role in ensuring students are making progress. 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

## Religion, Values and Ethics - (*Crefydd, Gwerthoedd a Moeseg*)

In Year 7 students will study many aspects of religion, values and ethics through a critical, pluralistic and objective approach. Students will consider the values that are important in society and school, as well as some of the 'Big Questions' such as: Is there a God? What is justice? How does belief shape our identity? What responsibility do we have to others and the world around us? Students will investigate the religious history of Wales and its current diversity. Sacred texts will be introduced as well as major religious features and their teachings. The RVE department works closely with the History and Geography departments as part of the *Humanities Area of Learning and Experience*, and students will have the opportunity to undertake a humanities project to consolidate their understanding of the thematic links between the subjects.

Students will focus on the skills of philosophical enquiry, critical thinking, explanation, analysis and evaluation which form the basis of success at Key Stage 3 and GCSE. We aim to develop tolerant, aware, responsible and empathetic citizens of our school and community who respect others and the world around them.

## Geography - (*Daeryddiaeth*)

Year 7 Geography students will follow a curriculum that aims to awaken a sense of wonder, fire the imagination and inspire learners to grow in knowledge, understanding and wisdom. Geography is central to learners becoming ethical, informed citizens of Wales and the world. Our Geography curriculum will explore human experiences in their own localities and elsewhere in Wales, as well as in the wider world. It will help learners discover their heritage and develop a sense of place and cynefin. Our curriculum will promote an understanding of how the people of Wales, its communities, history, culture, natural environment and landscape, resources and industries, inter-relate with the rest of the world. Contemplating different perspectives will in turn help promote an understanding of the ethnic and cultural diversity within Wales and as part of Wales' national histories.

The curriculum is a mix of human and physical geographical concepts. During the autumn term, students will explore topics such as tectonic hazards, trade and development. The students will then move on to study Wales, looking at its physical and human landscape throughout the spring term. The summer term will allow the students to explore the earth's eco-systems, climate and weather patterns, and identify global environmental challenges. Each theme will build upon students' literacy, numeracy and integral 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 have gained in primary school. Although the period of study will be new to students – we study British History in Year 7 – we still learn about famous people (such as William the Conqueror and Henry VIII), 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 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 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 based in the school library.



## 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 can access a wide range of resources in the department, including our Jam Pod room, which includes electric drum kits, electric guitars, bass guitars and keyboards; our classroom where we teach singing and complete class projects on ukuleles 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*. There are many performances students can take part in during the year including concerts, a whole school musical staged in February and opportunities to perform in various events throughout the year such as the Eisteddfod. 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*)

In Year 7, students complete projects based upon themes and use a variety of artistic media and techniques including drawing, painting, collage and sculpture. The students will use a range of starting points including the elements of art before developing and improving their ideas; many of which will be recorded in their sketchbook.

Students will examine work by studying well-known and contemporary artists, alongside their peers, with a view to developing their own critical skills. The Art Department encourages all students to work creatively both independently and with their peers on exciting, continually evolving projects that link to their interests and their culture. The three terms are dedicated to three different themes, which link with Music and Drama in a thematic curriculum.

The Art Department offer a lunch time Art club and regularly enter local and national competitions. The department also run regular trips to local and national art galleries. The Art department work closely with the Music and Drama department to plan lessons as part of the *Expressive Arts AoLE*.

### Drama - (*Drama*)

In Year 7, the Drama Department introduces students 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 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 various events throughout the year such as the Eisteddfod.

# SCIENCE AND TECHNOLOGY AoLE

## Science - (*Gwyddoniaeth*)

Science is one of the core subjects, and therefore, Year 7 students have six one-hour lessons per fortnight. A wide range of topics are studied covering all three areas of science; biology, chemistry and physics as well as investigative skills. The level of work covered will allow students to progress seamlessly through the progression steps of the new curriculum. All relevant skills in literacy and numeracy are developed as well as integral skills: creativity and innovation, critical thinking and problem solving, planning and organising and personal effectiveness.

The Science department works closely with the 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, fingerprints and their investigative skills to solve a crime.

**A & E** – In this unit students move through a hospital, meeting numerous clinics and the areas of the body these clinics support.

### 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 they study are forces, solids, liquids and gases, methods of separation and combustion. We then move on to look at what would be needed to colonise an island and the role that plants and extracting raw materials, such as metals and crude oil would play in this.

### Summer Term

**Fit4Life** – In this unit, students study food groups, diets, and look at digestion, respiration and the circulatory system, exploring how these systems work together along with diet and exercise to ensure our bodies function in a healthy way.

**Microbes** - In this unit students study disease, the different types of pathogens and investigate the effect of antibiotics and the role of vaccinations. We look at cells and how our body defends itself against disease.

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

## Design and Technology - (*Technoleg*)

In Year 7, Design and Technology students develop skills in all areas of the subject, including Resistant Materials, Product Design, Systems and Control, Food and Textiles. We work closely with other subjects to engage students in cross-curricular projects. The emphasis in Year 7 is to enhance knowledge of the design process and develop 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 are encouraged to explore their wider thinking skills and regularly undertake independent and group work projects which develop their creativity, innovation and problem-solving skills. Students gain knowledge of traditional manufacturing techniques using hand tools and processes, along with developing skills in designing and rendering high quality product concepts.

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

The department incorporates industry standard CAD/CAM software and equipment to allow students the opportunity to understand modern manufacturing techniques. Students will gain experience in designing and making their products using our state-of-the-art laser cutter and 3D printing technologies.



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

The Year 7 ICT programme aims to develop students' digital competence skills and support their use of technology across the curriculum. Students will learn to make connections and transfer learning into new contexts. In addition to the *Digital Competence Framework*, our Scheme of Learning also incorporates the Welsh Government frameworks of Literacy, Numeracy and Integral Skills. Students are enabled to follow Progression Steps, within the new Curriculum for Wales, in the Area of Learning and Experience of Science and Technology.

Students are taught ICT by a specialist teacher, once every two weeks. In addition, students can access Chromebooks in our library, outside of lesson time, to improve skills and catch up on work, thus increasing their effectiveness as a learner. Access to the school system will only be allowed once students have signed an *Acceptable Use Policy* agreement.

Our students are encouraged to embrace creativity and be curious. They will learn basic computer concepts and create projects, including planning tasks, learning block-based programming and evaluating their own game. Using **Hwb**, our online learning platform, students will access *Office 365* and *Teams*, to organise, create, collaborate and present their work in different ways. Additionally, students will gain practical experience in using Adobe Creative Cloud Express.

All students will develop strategies to become responsible digital citizens and to respond positively to the world around them; this will help our learners to prepare for the future, as competent and confident users 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. We also aim to support and develop the holistic health and wellbeing of students in terms of their social, mental and physical needs.

The sports and activities offered 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 and water-based activities.

We have an extensive and varied extra-curricular programme, which all students are encouraged to attend on a regular basis.

## Health and Wellbeing - (*Lechyd a Lles*)

Skills and Knowledge for Life (SKL) 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 develop awareness of their rights as citizens but also the responsibilities that accompany those rights. SKL will also foster and 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 into school to present topics as per the SKL syllabus.

## EAL

The EAL Department (English as an Additional Language Department) supports 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

### Friends of The John Frost School

The Friends of The John Frost School are parents, teachers, support staff 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.



# 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 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 Recognition 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 Recognition 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 except for print logs which are held for a period of 1 calendar year and 1 month.
- CCTV Footage is retained for a period of 2 weeks.
- 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 Recognition information is destroyed as students leave school. Basic student information is retained on our SIMS system (School Information Management 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/schoolhome/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; [reception@newportschools.wales](mailto:reception@newportschools.wales)





## 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 discuss anything in this privacy notice, please contact: Richard Gauregui at [Reception@newportschools.wales](mailto:Reception@newportschools.wales) who will be pleased to assist.