



Useful Information for Parents and Carers 2015-2016

Lawnswood School
Ring Road
West Park
Leeds
LS16 5AG

Telephone: 0113 284 4020
 Fax: 0113 284 4021
 Student absences: 0113 284 4022
 Email: school@lawnswoodschool.co.uk
 Website www.lawnswoodschool.co.uk

Student's name			
Form			
Form tutor	Email address will be provided at start of Sept.		
Form room			
Year Manager	Ms Kiran Nota	0113 284 4020 extension 323	nota.kir@elawnswood.co.uk
Progress Leader	Mr David Morrissey	0113 284 4020 extension 232	morrissey.dav@elawnswood.co.uk

Key dates 2015-2015

Autumn term	Half term 1	Tuesday 8 September 2015 to Friday 23 October 2015
	Half term 2	Monday 2 November 2015 to Friday 18 December 2015
Spring term	Half term 3	Monday 4 January 2016 to Friday 12 February 2016
	Half term 4	Monday 22 February 2016 to Friday 1 April 2016
Summer term	Half term 5	Monday 18 April 2016 to Friday 27 May 2016
	Half term 6	Monday 6 June 2016 to Wednesday 27 July 2016

Training Days

We have 5 training days during the year, when students are not expected in school:

Monday 7 September 2015
Wednesday 7 October 2015
Friday 27 November 2015
Friday 29 January 2016
Friday 1 July 2016

Parent/Carer consultation evening(s)

Year 7 parent/carers consultation with Form Tutors	Thursday 15 October 2015
Year 7 parent/carers consultation evening with subject teachers	Thurs 28 April 2016

Consultation evenings usually begin at 5.00pm and end by 8.00pm, but the actual times will be confirmed closer to the date.

Who to contact

Form tutor - for general enquiries

Every day, your child will have time with his/her form tutor. You can communicate with the form tutor by writing in your child's planner. Form tutors are a good point of contact for everyday issues or messages. You are welcome to email your child's tutor: he/she will give you an email address at the beginning of the school year. Form tutors are also teachers with timetable commitments, so they may have limited times when they can contact you by telephone. However, they will aim to get back to you within 24 hours.

Year Manager - for specific enquiries

Year Managers are dedicated to a specific year group. Their responsibilities include:

- dealing with day-to-day pastoral issues (e.g. wellbeing)
- monitoring attendance, punctuality and behaviour and applying the appropriate school policy
- applying intervention strategies for students
- developing and maintaining good communication with parents and carers

Progress Leader – about academic issues

Progress Leaders work with Year Managers to oversee academic progress and pastoral concerns (such as personal or family issues impacting on wellbeing) in a specific year group. You are welcome to email the Progress Leader: the email address is on the front of this booklet. Progress Leaders are also teachers with timetable commitments - this means they have limited or specific times when they can contact you. However, they will aim to get back to you within 24 hours.

Subject teachers - for specific questions or concerns about particular subjects

As teachers are in lessons most of the day, you are welcome to email staff, so that they can ring or email you back as soon as possible. Email addresses for subject leaders are on the school website.

Student reception – contact via 0113 284 4020

The Student Reception team can help you if you need to

- report your child absent for any reason
- arrange to collect your child from school or deliver him/her to school outside the normally expected times

Visitor reception – 0113 284 4020

Our main reception desk will help you if you need to:

- drop items into school for your child during the school day
- get a message to him/her during the school day

First aid, medical and health or safety – 0113 2844020 extension 321

You can ring our Health & Safety Officer, Mrs Page, on the above number if you have specific medical issues you wish to discuss or tell us about.

If you need to send any medication to school with your child, whether prescription or over-the-counter (including paracetamol), we must know about it beforehand and may need you to sign an authorisation form, so please ring Mrs Page before the medication is brought into school.

English as an Additional Language (EAL)

We have an EAL Coordinator to support pupils and families who speak languages other than English. Please contact Anna Mason if wish to discuss supporting your child in school. If you need help completing any forms, want further information or need translation help, contact Anna on the school telephone number or by email at mason.ann@elawnswood.co.uk

Note: Staff in school may also contact you directly if they have any concerns about your child, such as concern about learning, attitude, general wellbeing or behaviour.

We will use the telephone and/or email details you give to us, so it is important that you keep us up to date if any contact details change.

Your role as a parent / carer

In order to support your child's education effectively, you should:

- Ensure your child is prepared for each school day by having the right books and equipment and getting a good night's sleep.
- Ensure your child is on time for school and doesn't miss any learning time through lateness.
- Check the student planner daily if possible and sign it weekly to show us that you are aware of the content.
- Every day, ask your child what he/she has *learnt* (not just what he/she has done)
- Set aside time during which your child completes home learning tasks and activities.
- Ensure your child has somewhere quiet to complete home learning.
- Check your child has completed his/her home learning.
- Offer help with home learning where you can!
- Reassure your child that we are all here to help and want students to be happy and succeed at Lawnswood School.

The school day

8.00am	Diner opens to students
8.25am	Entry to school
8.30am - 8.45am	Morning registration with form tutor
8.45am - 9.45am	Period 1
9.45am - 10.45am	Period 2
10.45am - 11.05am	Break
11.05am - 12.05pm	Period 3
12.05pm - 1.05pm	Period 4
1.05pm - 1.45pm	Lunch break
1.45pm - 2.45pm	Period 5
2.45pm	Beginning of enrichment activities

Access to school

We have pedestrian access gates on Spen Road and Otley Road.

Pedestrian gate open times:

Spen Road 7.00am to 8.45am
 12.50pm to 1.50pm
 2.30pm to 6.00pm.
Otley Road All day.

Access by vehicle is from Otley Road and the Ring Road.

Students enter the building through Student Reception; parents, carers and visitors enter at Visitor Reception along the bottom side of the car park.

Attendance and punctuality

Illness or other absence authorised by you

If your child is ill and/or will be absent for part of all of a school day, please ring school as soon as possible, and before 10.00am. Otherwise, we shall register it as truancy/absence without permission.

If you leave a voicemail to explain the absence, please give a specific reason for the absence (including a description of or a name for illness, rather than just saying 'ill'). Please ring on each subsequent day's absence.

Medical appointments should be outside school hours but, if you need to take your child out for an appointment, please make a note (with your signature) in his/her planner in advance of the date. To ensure that people in school are aware of this appointment, please tell your child to show your planner note to his/her Year Manager as soon as possible.

Lateness

Punctuality is of utmost importance and is carefully monitored by the school. If a student arrives after 8.30am, he/she is considered late and is marked accordingly in the attendance register. Persistent lateness will result in sanctions.

Student planner

Your child will be given a planner at the beginning of each school year. Students are expected to take care of their planner, have it with them every day at school and use it daily to help them manage their time and work. Replacement planners cost £2.00, available from Year Managers.

You can use it to follow your child's progress at school and to write notes to the Form Tutor or subject teachers. With this in mind, we ask that you sign your child's planner each week to indicate that you have read the recent entries.

Equipment for school

Lawnswood has an expectation that all pupils have the following equipment at all times:

- a strong, waterproof bag, big enough to carry several books
- student planner
- at least three pens
- at least three pencils
- pencil sharpener
- 30cm ruler
- eraser/rubber
- scientific calculator
- a reading book of their choice

Some days, according to his/her timetable, your child will also need to bring their **PE/Sports kit**

Lawnswood reversible rugby shirt (boys)

Lawnswood PE sweatshirt (girls)

All:

Black tracksuit bottoms or shorts

Red and black socks

Trainers for indoor and summer activities.

Boot suitable for outdoor football, rugby and other activities

In addition to this we would recommend your pupil have:

- coloured pencils
- small geometry set containing a protractor and compass
- a small dictionary and thesaurus

Note that we don't allow Tipp-ex or other liquid paper products in school.

It is good practice for students to pack their bag the night before school. Initially, this is something that parents and carers can help with.

School uniform

Your child is expected to wear full school uniform at all times in school, with the tie up to the collar, plain black formal shoes and, for girls, a skirt finishing at the knee or lower. Please talk to the Year Manager or put an explanatory note in your child's planner if he/she child is unable to wear full uniform for any reason at any time.

Please remember to label everything clearly with your child's name.

You can buy new and replacement uniform items from Uniformity, 3/5 Town Street, Farsley, Leeds LS28 5EN Tel: 0113 256 6020

Home learning

We promote independent working beyond the classroom to support classroom learning and to help students develop skills they need for successful lifelong learning. You will see notes about home learning tasks written in your child's planner by subject teachers. Tasks might include research, reading, extended writing, model making etc. and may be set over a number of weeks. Please encourage your child to complete tasks and to develop independent learning skills.

In Years 7 to 9, your child will be given 1 to 1½ hours of home learning each day.

In order to study or do home learning after school, with support from staff, all students are welcome to The Learning Zone. It runs from 2.45pm until 3.45pm, from Monday to Thursday.

How we let you know how your child is progressing

You can talk to staff at any time about your child's progress at school but we will send you an Interim Progress Check (IPC) several times a year: 3 times a year for students in years 7 to 9 and 4 times for those in years 10 and 11. We also have the consultation evenings in autumn and spring, when you can have meetings with the form tutor and individual subject teachers.

Discipline and sanctions

We work hard to minimise the need to impose sanctions on students but, when we need to, we adhere to a clear sequence of sanctions according to the nature of the misbehaviour.

If your child is given a short detention during the school day or for up to 10 minutes after school, you won't be given advance notice about it but we will write a note in the student planner. For detentions longer than 10 minutes, to be completed after school, we will write a note in the planner and the student will complete the detention the following school day. If you have a reason not to want your child to complete the detention on the scheduled day, please write a note of explanation in the planner.

Enrichment

We offer a huge range of extracurricular activities, both at breaks and after school. The activities include sports, performing arts, creative, academic-linked, community and enterprise. We expect students to take part in at least one extracurricular activity a week and ask that you will encourage your child to participate as widely as possible.

Mobile 'phones etc

We allow students to bring their mobile telephones to school, but they should not be seen in the school building. If your child's 'phone, earphones or other electronic equipment is visible in school, we confiscate it and the student can collect it at the end of the school day. If we confiscate three times, we ask a parent/carer to come to collect it.

The School accepts no liability for any phone or other equipment that is lost or stolen because the student has not followed the procedures put in place to ensure safe keeping. The school will not investigate a lost or stolen phone.

Food and drink during the day

Students can buy food and drink from the Diner before school and during morning and lunch breaks. From 8.00am to 8.20am, students can buy toast and bacon sandwiches. At break and lunch times, a balanced and wide range of food is available. You should expect a lunch to cost about £2.15. Children entitled to Free School Meals will have their accounts automatically credited by the school. All students are welcome to bring a packed lunch and to eat it in the Diner. There are drinking water fountains near the Diner and PE. Except water, students are not allowed to drink or eat during lessons or in corridors.

Students are not allowed off site at lunchtime. If you want your child to come home for lunch, please seek permission by letter from the Year Manager, who will give your child a lunchtime pass. If your child is late back after lunch, permission may be withdrawn.

Students have accounts from which they spend money in the Diner (using fingerprint recognition or swipe card). They can credit their account by putting cash into machines by the Diner or by cheque to Diner staff (payable to Carillion plc)

Our Diner operates with an automated recognition system. The software we use turns your child's fingerprint image into a mathematical algorithm. The information stored cannot be used to re-create an image at any stage. In order to use the image of your child's fingerprint to create a mathematical algorithm, with which to identify your child's accounts, we need the written permission of one parent/carer. You have a right to withhold your consent or to withdraw it in the future. If you do so, we shall arrange for your child to access the diner and library facilities by other means.

Parental Engagement Portal (PEP)

The PEP is a means for parents to engage with school and to access school information for your child. You can access it via the 'Frog/PEP' icon on the home page of the school's website. If you have not got a username and password, or have forgotten it, please email pep.support@elawnswood.co.uk or ring school and talk to the Year Manager.

The information on PEP includes:

- Specific notices to parents
- A feed of information about your child, such as attendance that day at each lesson
- Detailed information about your child's achievements and grades in subjects
- Detailed attendance reports about your child's attendance
- Detailed reports about your child's behaviour
- Your child's timetable

My username:

My password:

Friends of Lawnswood

Lawnswood School has a flourishing parents' association, the Friends of Lawnswood (FoL). The group is involved with events throughout the year and is very keen to support parents and to help them get involved in the wider life of the school. There are groups within FoL that focus on different activities, such as art and design, badminton, social events and a community choir. You will find more information about Friends of Lawnswood by clicking their icon on the home page of the school website. Their email address is friendsoflawnswood@hotmail.com