



# Welcome Booklet

A guide to school life at John Mason



John Mason School

# Contents

Contents .....	2
Headteacher's Message .....	3
Who's who at John Mason .....	4
The School Day .....	5
Attendance & Illness .....	6
Every school day counts.....	8
Uniform.....	9
What do I need for School .....	10
House System .....	10
Keeping in touch, Parentmail.....	11
Vocal & Instrument lessons .....	12
Secure locker rentals.....	13
Photographic Images Policy.....	14
Parents & Carers Form.....	15
All about myself Form .....	17

# Headteacher's Message

Dear Parents and Carers,

Thank you for your choosing our school. As Head of School, I am very proud to have the opportunity to lead such a special place and to work with our students, parents and community.

At John Mason, we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff and the enthusiasm and hard work of our students, lies at the heart of our success.

We have high expectations of our students and our aim is to enable each of them to achieve success and meet their potential in order to open up a lifetime of opportunities. At the heart of our ethos is the belief that each child is an individual, with a unique set of talents and abilities.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. All our staff work hard to develop curiosity, a love of learning, resilience and kindness in our students.

We are an inclusive school, catering for all abilities and providing access for all students. Day to day the school is filled with students participating in vibrant music, arts and drama, as well as engaging lessons in science, maths and the humanities among others. As a school, we offer an extensive range of sports, charity events, trips and expeditions, all of which combine to create a caring and highly successful school.

Every parent wants the very best for their child; at John Mason, we do too.



**Mr Adrian Rees**

Head of School



# Welcome

This booklet is designed to give you an insight into how a secondary school works and some key information that is relevant to you.

For further information please visit our website: [www.johnmason.oxon.sch.uk](http://www.johnmason.oxon.sch.uk)

Please ensure you complete the tear-out pages at the back of the booklet and return to the year 7 student manager by 19<sup>th</sup> April 2021.

## Who's Who at John Mason School

### Head of School



**Mr Adrian Rees**

Adrian.rees@johnmason.oxon.sch.uk

### The Year 7 Team



**Head of Year**

**Mrs Amanda Sissons**

asis5500@johnmason.oxon.sch.uk



**Deputy Head of Year**

**Mr Stuart Reed**

Stuart.reed@johnmason.oxon.sch.uk



**Student Manager**

**Miss Amy Cofield**

Amy.cofield@johnmason.oxon.sch.uk

## Student Managers

Our Student Managers do not teach and are available throughout the school day to support both students and parents with any issues that may affect their well-being, progress and overall enjoyment of school. Each Student Manager is linked to certain year groups and supports the Head of Year and

their tutor team. Student Managers stay with the year group throughout their time at John Mason, so they really get to know and build up a good relationship with the students and parents.

Parents can contact a Student Manager regarding any concern they have, as they regularly meet with the Head of Year to discuss solutions. There are a vast number of support agencies available that can be contacted and referrals can be made if the need arises.

Student Managers also monitor attendance, punctuality and behaviour. They co-ordinate the transition process for students leaving primary school and joining John Mason School and are always available to discuss any worries or concerns parents have regarding this.

## The School Day

<b>8.20am</b>	Arrive at school, make way to form room
<b>8.30am</b>	Registration. Students must be sitting in their form room in time for their tutor to take the morning register.
	Assembly days and location will be notified in September
<b>8.45am</b>	Period 1
<b>9.45am</b>	Period 2
<b>10.45am</b>	Break time
<b>11.15am</b>	Period 3
<b>12.10pm</b>	Period 4
<b>1.05pm</b>	Lunch break
<b>1.45pm</b>	Afternoon Registration (DEAR time & Academic mentoring)
<b>2.10pm</b>	Period 5
<b>3.10pm</b>	Home time

**Warning bells ring 5 minutes before each lesson bell to give students time to get to their correct classroom.**

At John Mason School we run a two-week timetable - week A and week B. This can be confusing for new students but there will always be someone around to help. In September we always start on an A week.

### Punctuality

The school day starts promptly at 8.30am. Each student must be seated in their form room by 8.30am ready for the register to be taken by their form tutor. Detentions are in place for students who are late.

#### However...

Lateness is not monitored for Year 7 during the settling-in period as new students take time to find their way around the school. We understand that everything seems big and it takes a while to get used to the school site.



**School Calendar – for the most up to date information please visit our online calendar.**

# Attendance & Illness

Regular attendance is important for students to achieve their potential at school. Those who are regularly absent miss out by falling behind with classwork and homework.

Not only do students feel left behind in class they can also feel left out of friendship groups, which change rapidly. This makes them nervous and worried about attending school, so making the attendance issue worse.

John Mason School monitors attendance very closely and our Student Managers are in regular contact with parents, chasing absences and supporting parents and students with any issues affecting attendance.

## Illness

If your child is unwell and unable to attend school, you are expected to contact the school on the first morning of absence by 10.00 am on 01235 524664 or mark your child absent on the Parentmail System.

## Returning After Absence

Please send your child back to school with a signed note explaining the absence and stating the dates concerned. This must be handed in to the School Office on the day of return.

If long term sickness seems inevitable then a note from your doctor will be required. Work can be organised and sent home once arranged with your child's tutor.

# Authorised Absence

## An absence may be authorised if:

- The school is satisfied that the student is absent because of genuine illness or bereavement and a note has been received to that effect.
- The school is informed in writing of the absence before it happens, e.g. a medical appointment.  
**We ask that where possible, such appointments are not made in school time.**
- The absence is on a day which is of religious significance to the family.

## An absence is unauthorised if:

- There has been no explanation for an absence.
- The absence is for a reason that is unacceptable to the school, e.g. shopping, birthday treat, care of younger siblings.
- The absence is one which should not have happened but has been supported by parents.
- The student is frequently late for school without good reason.
- The student arrives late and does not register at the school office.
- The student has truanted from school.

## Holidays During Term Time

The school strongly discourages holidays in term time and will not authorise them except in exceptional circumstances. Any requests must be made in writing to the Headteacher, giving at least two weeks' notice.

**A 2 week holiday in term time means that the highest attendance a child can achieve is 94.7%.  
The school target is 96%.**

## Extended Absence

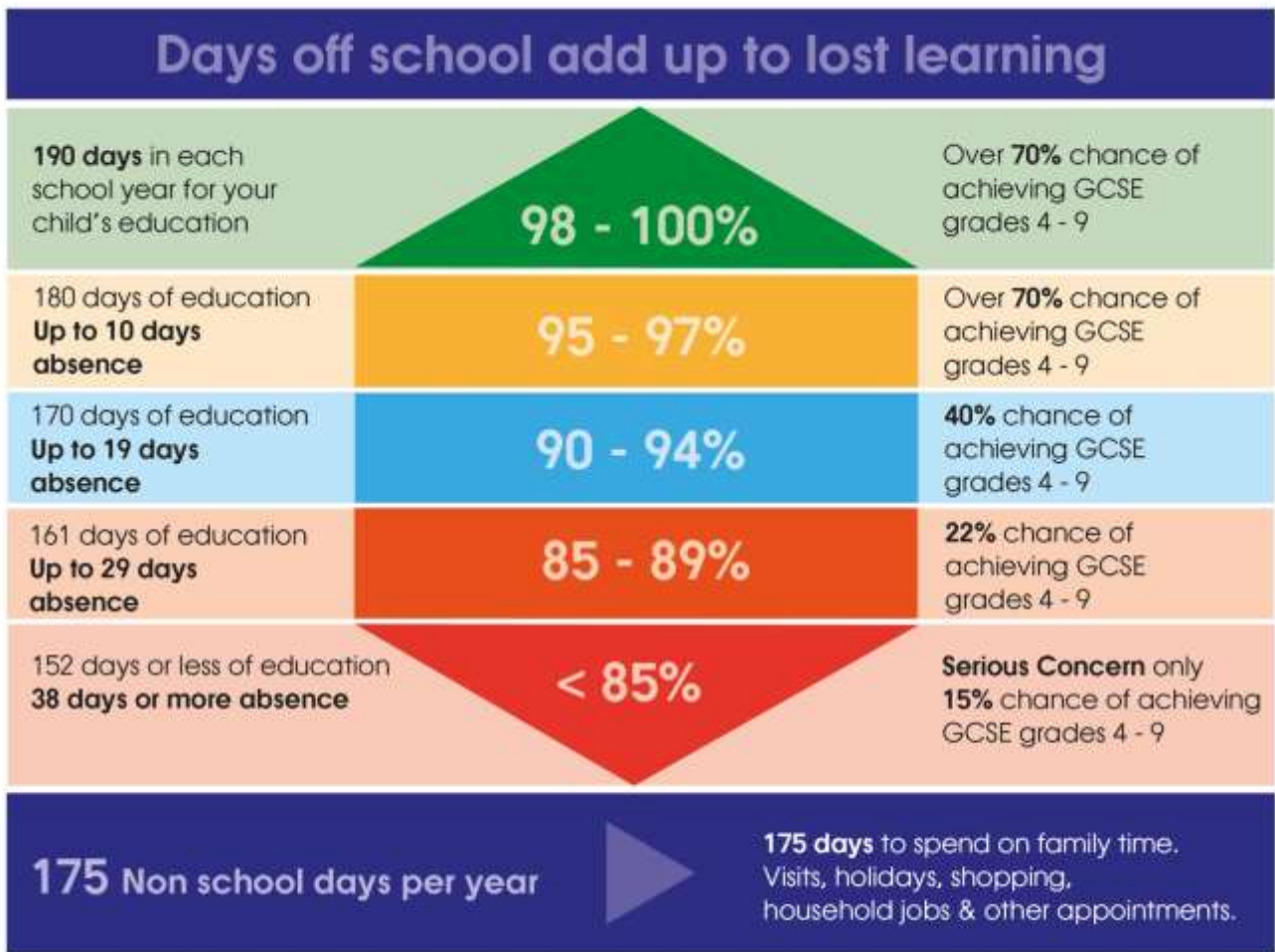
In cases of long absence because of illness, your child's form tutor will arrange for work to be sent home. Please make contact with the school as soon as possible in this case. In exceptional cases, the school, in consultation with the LA, may arrange home tuition.

## Persistent Absence

In cases of persistent absenteeism, the school reserves the right to ask the Attendance & Engagement Team to either issue a Penalty Notice Warning which could result in a fine, or further legal action through the courts. A parent/carer may be issued with a penalty notice if:

- They fail to ensure that their child attends school, or other education provision regularly, usually defined as six or more unauthorised absence sessions over a six-week period.
- They allow their child to take leave of absence during term time without the school's authorisation.
- Their child persistently arrives late for school after registration is closed.

# Every School Day Counts



## PUNCTUALITY MATTERS

Being frequently late for school adds up to lost learning

**5 minutes** late everyday = **3 days** of learning lost a year

**15 minutes** late everyday = **2 weeks** of learning lost a year

**30 minutes** late everyday = **19 days** of learning lost a year



## School Uniform – Inside & Outside the School Buildings

<p>Plain white collared <b>shirt</b> buttoned to the neck;          A plain white T-shirt may be worn underneath the shirt;          Other than a fitted blouse, all shirts must be tucked in at all times and fastened to the neck line.  <b>Summer uniform</b> – white polo shirt with John Mason School logo.</p>		
<p>The school <b>tie</b> must be knotted and hide the top button. It needs to be of a reasonable length (covering at least four buttons) and look smart;          A tie is to be worn on all occasions, except if the student wears a polo shirt in the summer.</p>		
<p>John Mason School <b>jumper</b>, to be worn except when given permission by a member of staff;          No jumper required when summer uniform commences.</p>		
<p>Plain formal black <b>skirt</b> of <u>knee</u> length or <b>black tailored trousers</b>. <i>No jean/denim, tracksuit or legging material.</i>          A small / thin black <b>belt</b> may be worn only if the trousers / skirt are fitted with the appropriate loops.          Trousers are not to be worn rolled up at the ankle.          In the summer term (After Easter), students may wear suitable length black tailored shorts. No sports shorts or jean/denim material allowed. Shorts should be of a suitable length that protect modesty (discretion of SLT).</p>		
<p>Plain black low heeled <b>shoes</b> or plain <b>black trainers</b> with black laces with no logos /coloured laces/ coloured soles</p>		
<p>Plain grey, white or black <b>socks</b> or black or natural <b>tights</b> (orange PE socks may only to be worn during PE lessons).</p>		
Jewellery	Coats & Jackets	Make up / Hair / Nails
<p>In the interests of safety and security jewellery must be kept to a minimum and not exceed the following:</p> <p><b>Watch</b> – all students are recommended to wear a watch every day.</p> <p><b>Earrings</b> – one simple metal, non-jewel plain stud may be worn but only in the ear lobe of each ear. No other jewellery or body piercing is allowed. Inappropriate jewellery and plastic retainers must be taken out, NOT covered with a plaster.</p> <p>All jewellery is to be removed when taking part in PE.</p>	<p>Hooded fleece jackets (hoodie) are not allowed to be worn and coats must not have large writing on them. No denim jackets. Only hoods attached to raincoats may be worn.</p> <p>Hats / caps are not allowed and may only be worn for specific events during the height of the summer or winter.</p>	<p>Make up, if worn, should be minimal and discreet.</p> <p>Hair should be within the natural range of colours. No extreme hair styles are allowed e.g. shaved head, shaved patterns.</p> <p>Colour nail varnish is NOT allowed.</p>

**Winter Outdoor PE kit:** Rugby top in house colour, Black shorts or black tracksuit bottoms (tracksuit not to be worn for rugby) Orange socks  
 Football boots / Rugby boots (boots needed for both boys and girls) Shin pads.

**Indoor PE kit:** (this is also the summer outdoor kit): Polo shirt in house colour, Black shorts, Orange socks, Trainers (NOT PLIMSOLES)

**Please Note:** Students who are Sports Leaders or studying GCSE PE will have a special black polo shirt for their indoor lessons.

**PLEASE LABEL/NAME ALL ITEMS OF SCHOOL UNIFORM**

## Uniform Suppliers

JMS badged and house school uniform items are available from:

[www.pbuniform-online.co.uk/johnmason](http://www.pbuniform-online.co.uk/johnmason)

Badged items are: school jumper; polo shirt for summer terms; House PE short sleeved top and school tie.



## What do I need for John Mason School?

We recommend that you have the following items before you join us in September:

- Strong school bag
- A good supply of pens (preferably roller ball)
- HB and 2B pencils, Pencil Sharpener, 30cm ruler
- Soft eraser (correction fluid is not allowed)
- Selection of coloured pencils (no marker pens)
- Protractor, Scientific Calculator
- Small English dictionary (e.g., oxford mini dictionary)
- Small thesaurus (e.g., oxford mini school thesaurus)
- Oxford school French or Spanish Dictionary
- Personal reading book for every day
- Trainers for Drama and Indoor PE (in addition to outdoor trainers for PE), Football boots for PE (required by both boys and girls)



## A Proud School

We believe that learning is rewarding and that students will reap the rewards of their own efforts and hard work. We also believe that students respond to praise and encouragement and that good manners, effort and a positive attitude in lessons, on the sports field, in music or art or any walk of school life, should be acknowledged and celebrated.

These positive achievements will be recognised by staff in the form of verbal praise and/or issuing of a department sticker or stamp in the student's planner. Tutors will regularly monitor students' planners and stickers will contribute to house points. In addition, some faculties send home postcards to celebrate particular success achievements and we have an annual Celebration Evening to present major awards.

On page 8 is the school policy on school uniform, which students wear with pride.

Students are assigned to a House (**Stert - Red, Ock - Green or Thames - Blue**) for sporting events.

All Year 7 students are informed of their house at Induction Day.





# ParentMail

## Keeping in Touch

We believe in making communication from the school to parents/carers as simple and efficient as possible. To do this we use an electronic system called **ParentMail PMX**. This allows us to do most of our communication using a paperless system, saving school on printing costs and the environment. The benefits to this mean we can use PMX for Forms, Permissions and Surveys, Absence reporting and Payments. For parents, the latest version of PMX means you can easily pick up school messages on your smartphone by downloading the free PMX App on Android or iOS. And that's not all:

- Access PMX even when there's no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app notifications help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

## Reasons to sign up to ParentMail

- Does your child forget to give you that important letter?
- Do you have a busy life?
- Would you like to know if your child hasn't arrived at school by text message?
- Would you like to know what events are taking place at school including Parent's Forums?
- Do you want to know immediately the school has to be closed due to an emergency?
- **PMX** can help you plan in advance as you will receive all communications in a timely manner.
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**Emails and text messages:** PMX is a fast and effective way for the school to get reminders and urgent messages to the appropriate parents/carers. We can send messages to one parent/carer or the whole school, and can create new groups if they will be useful, such as for specific school trips.

**Cashless catering:** All our students use the cashless system when buying from the Diner and you can access PMX at home to pay money directly into your child's lunch account.

**Paying for school trips:** You can use PMX at home to pay for school trips.

You will be able to register when we send you an email or text registration. You just follow the simple steps.

# Vocal and Instrument Lessons



Dear Parents/Carers

At John Mason School instrumental tuition is available on a wide range of instruments. Tuition is available either individually or in small groups (subject to a suitable partner being available) on the following instruments: piano, violin, viola, cello, double bass, acoustic guitar, electric guitar, bass guitar, flute, clarinet, saxophone, trumpet/cornet, trombone, drum kit, music technology and singing.

The cost of each lesson varies depending on the teacher and/or the number of pupils per lesson. Music staff give each pupil approximately 30 lessons during each academic year, and invoices for lessons are sent directly to parents and guardians. We will try to start everyone who wants to take up lessons as soon as possible, but if it isn't possible immediately then there will be an option to join a waiting list.

Lessons are taught during the school day and (where possible) are scheduled on a rotating timetable, and priority for fixed lessons during break/lunch are offered to pupils in senior years. There are plenty of opportunities to perform at John Mason School in bands, orchestras and choirs, and we can provide advice on ensembles to join at a county level for more advanced musicians.

If your child would like to start (or continue) learning a musical instrument at John Mason School please contact me as soon as possible and I will arrange to put you in touch with the teacher for that instrument.

Yours faithfully,

Dan Chambers

Head of Music

**[Daniel.Chambers@johnmason.oxon.sch.uk](mailto:Daniel.Chambers@johnmason.oxon.sch.uk)**



## Lockers

### How to rent your locker:

**Option 1-** Visit [www.locker.rentals](http://www.locker.rentals)

**Option 2-** Scan the QR Code

**Option 3-** Call us **0330 311 1003**

(£3.00 charge for phone bookings)



Once on the web app do the following:

Enter your **LOCATION**

Choose your **PREFERRED AREA** from the drop down menu (if available)

Click on **CHECK AVAILABILITY**

Where prompted enter your details and agree to the terms and conditions

Click on **RENT LOCKER** and follow the instructions for entering your payment details

You will then be emailed a locker code along with the location and number of your locker compartment.

To access your locker follow the steps outlined below:

### How to access your locker:

Go to the locker number detailed on your confirmation email.

Enter the 4 digit code detailed on your confirmation email and open the lock.

Should you forget your code it can be reissued by visiting [www.locker.rentals](http://www.locker.rentals) and clicking on the re-issue my locker code link



# Photographic Images – John Mason School Policy

Sometimes we may have to take photographs of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally, our school may be visited by the media who will take photographs or film footage of a high profile event or to celebrate a particular achievement. Students will often appear in these images, which may appear in local or national newspapers or in televised news programmes.

**(See Conditions of Use below for more information on use of images by the media)**

In order for us to protect your child's interests and comply with the Data Protection Act 1998, please read the Conditions of Use below. **If you do not contact us then we will assume that we have your permission to take photographs, video or webcam recordings of your child(ren). Your "opt out" letter, if you choose to do so, needs to be addressed to Mr Rees, Head of School.**

Thank you for taking the time to read this.

## CONDITIONS OF USE

1. This procedure is valid for the period of time your child attends this school. Your consent will be automatically expire after this time.
2. The school will not re-use any photographs or recordings after your child has left the school without further consent being sought.
3. The school will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
4. The school will not include personal email or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual students, we will not use the full name of that child in any accompanying text or caption.
6. If we use the full name of a student in text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of students and teachers that have been drawn by students. We may use group or class photographs or footage with very general labels, such as "a science lesson".
8. We will only use images of students who are suitably dressed.
9. Parents should note that the website can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

## Notes on the Use of Images by the Media

If you give permission for a child's image to be used by the media, then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story.
- It is likely that they will want to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);
- It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations



# Parents/Carers Page

Name of child \_\_\_\_\_

Current Primary School \_\_\_\_\_

We are very pleased that you have chosen John Mason School for your child. To ensure we get to know your child before September, we would like to give you the opportunity to let us know anything you need to tell us about your child.

Please include expectations and hopes that you have for your child's start at their new school, as well as any concerns you would like us to be aware of. Points could include comments around:

**Academic ability**

**Likes and dislikes**

**Personal attributes**

**Names of friends** (we try, but cannot guarantee students will be placed in a tutor group with their friends)

**Medical conditions or concerns**

**Special Educational Needs**

**Any welfare concerns or involvement from external agencies**

Bullet points and short notes will be fine. *(Please complete this page and return to JMS by the 19<sup>th</sup> April 2021)*







## Year 7 Student - All about myself

Name \_\_\_\_\_

Current Primary School \_\_\_\_\_

We are looking forward to welcoming you to John Mason School. To ensure we get to know you before September, we would like to give you the opportunity to let us know anything you need to tell us about yourself. For example: what do you like doing?. Do you have a favourite subject? Do you like sport, music, art?

*(Please detach this form and return to JMS school by the 19<sup>th</sup> April 2021. Please continue over the page if you wish).*





**John Mason School**  
Excellence Through Creativity

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