



13 September 2021

Dear students, parents, and carers,

I am writing to thank you for your help with a successful first week of term. Students have shown a good attitude in lessons, have been taking a pride in their work and coped remarkably well with the unseasonably hot weather last week. In this newsletter, we have included amongst other articles sections about our leadership team and about ASPIRE, a new initiative this year led by Mr Collard, Deputy Headteacher, to further improve student learning and achievement.

## Contents

1. JMHS Senior Leadership Team .....	1
2. COVID testing and precautions .....	2
3. Two-week timetable .....	3
4. The ASPIRE standards .....	3
5. Sixth Form News .....	3
6. Year 11 News .....	4
7. Curriculum Plans for the Autumn Term .....	4
8. Homework .....	4
9. Autumn 2021 Term Enrichment programme .....	5
10. Ledbury Waste Project .....	5
11. Key Dates .....	5

## 1. JMHS Senior Leadership Team

Our Senior Leadership Team (SLT) work with governors to set the strategic direction for the school and are responsible for the operation of the school on a day to day basis. Our team consists of the Headteacher, Deputy Headteacher, School Business Manager and four Assistant Headteachers. In addition to this, we have two permanent members of our Extended Senior Leadership Team (ESLT) and other staff who spend a term each working with the ESLT to develop their leadership and management experience. We meet as a leadership team every Monday from 3.45pm-5.45pm and more frequently when needed. For parents and carers who are interested I have enclosed a summary of SLT member roles at the end of this newsletter.

I have asked each member of the SLT to write a short paragraph about themselves to put into newsletters this term starting with myself and one of the Assistant Headteachers, Mr Williams who is also our Designated Safeguarding Lead.

### Mr Evans, Headteacher:

I joined JMHS 24 years ago as Deputy Headteacher and have been Headteacher since 2005. I have taught most subjects including mathematics, science, history, geography, RE and PE. I live in Malvern and have two teenage children - my son is at university and my daughter has just commenced Year 11. I enjoy playing and watching many sports, especially cricket which I also coach at my local club. I am intrigued by all aspects of science and am currently reading about theories of Quantum Physics and evolution of intelligent life.

My role as headteacher is multifaceted, enjoyable and fascinating. I would say that my three most important roles as Headteacher are:

- Working with curriculum leaders to develop an exciting and relevant curriculum in all subjects

- Working with staff and students to develop a culture across the school where all are conscientious, considerate and co-operative
- Developing an excellent staff team

**Mr Williams, Assistant Headteacher:**

I also have been working at the school for over 20 years and am fortunate to know many parents and carers in our community. I am the father of 2 teenage boys, one of whom is attending university this autumn. I have had many roles in the school and have taught in several subject areas including geography, English, drama and Travel & Tourism.

My main responsibilities in the school all fall into the remit of the Pastoral and Year Leader teams which I oversee. These important duties include:

- The safeguarding of all young people in the school
- The school's strategy to look after the mental health of young people and their wellbeing
- The Positive Behaviour Policy and its implementation to allow the best working environment for all

## 2. COVID testing and precautions

We would like to thank students and parents for your co-operation with the Lateral Flow Tests (LFTs) in school at the start of this term. Nearly all students have had two LFTs. In order for us to keep all members of our community safe, it is important for students and staff to continue taking the LFTs at home twice a week. Students have been issued with a box of home LFT kits this week.

When testing it is important to:

1. Avoid eating or drinking for at least 30 mins before doing the test to reduce spoiling the tests.
2. Read the test result after 30 minutes - set a timer to help you remember. You should not wait any longer than 30 minutes.

Parents and carers need to log the results twice:

1. Online with the government test and trace site at [www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result)
2. You will also need to inform the school of the result by completing a short form, using this link [Student test result reporting form](#) .

If a positive result is received, the student will need to self-isolate, take a PCR test and follow the advice of NHS Test and Trace. All household members are also advised to take a PCR test and follow the advice of NHS Test and Trace. You should also immediately inform the school by either phoning Reception or emailing [admin@jmhs.hereford.sch.uk](mailto:admin@jmhs.hereford.sch.uk).

If your child develops any Covid related symptoms, your household must immediately self-isolate and book a PCR test, regardless of the LFD (home) test result.

Additionally, we are continuing with the following COVID precautions:

- Ensure all doors and windows are kept open at all times to maximise ventilation
- Ask all parents and carers to ensure that students with symptoms self-isolate and take a PCR test
- Ask students to sanitise their hands on entering or leaving a classroom
- Continuing with our no physical contact rule

### COVID Vaccines

We are delighted that following the government announcement that 16 and 17 year olds could have vaccines, many of our sixth formers have already had their first vaccine. We would encourage all students who are eligible for the vaccine to book as soon as possible if they have not already done so. By doing this you will be contributing to keeping yourself, your family and our community safe. We always authorise absence for students to have their vaccine

### 3. Two-week timetable

With the new two-week timetable students will need to prepare for each day by first checking which week we are on. Please find below a link to the calendar on our website so that you know which weeks are Week 1 and which are Week 2.

<https://www.jmhs.hereford.sch.uk/parents-information/term-dates/>

Students have been given two copies of their timetable so that they can keep one in their bags and one at home. The timetable can also be accessed on Epraise which the students use for checking homework. As this is new to everyone, any assistance with organisation so that they bring the correct books on the right day would be much appreciated. This week commencing Monday 13 September is Week Two.

### 4. The ASPIRE standards by Mr Collard, Deputy Headteacher

At JMHS we are focused on helping every student to do their very best. This year we are introducing ASPIRE, which will be the basis for identifying, promoting and celebrating excellent learning habits for students at JMHS. We believe that by displaying the qualities of ASPIRE, students will do really well.

**ASPIRE** stands for:

**A**sk if ever you are unsure. Checking understanding is a great way to help you, and your classmates.

**S**et your work out neatly. Always show pride in whatever work you are doing.

**P**ush yourself in every lesson and for your homework. Finding things a challenge and making mistakes are a crucial part of learning. Never give up!

**I**dentify where you can make improvements and work hard to develop your work. You're doing well, but you can always improve!

**R**espect yourself and others. Follow the instructions of staff and always show consideration for your classmates.

**E**xtra-curricular clubs and activities are a great way to find new and exciting things to do at JMHS. Get involved in the many things we have for you to do!

We will be using ASPIRE in our lessons and extra-curricular sessions to promote excellent learning and will be awarding House Points to students who strongly display the features of ASPIRE.

We would encourage you to support the principles of ASPIRE with your son/daughter and join us in encouraging these excellent learning habits.

### 5. Sixth Form News by Mr Hawksworth, Assistant Headteacher

#### **JMHS Year 13 students achieve another year of outstanding results**

Despite the difficulties and challenges of the past eighteen months the Year 13 students at John Masefield Sixth Form (JM6) received another year of outstanding A Level results. Notable results include:

Ella Lipscomb A\*A\*A\*A\*

Daniel James A\*A\*A\*

Jess Schofield A\*A\*A\*

Gemma Clarke A\*A\*A

Lexie Henry A\*A\*A

Chad Warren A\*A\*A

Joseph Fisher A\*A\*A

Lucy French A\*AA

Ella Smith A\*AB

Once again, the vast majority of students at JM6 will go on to their first choice university to read a range of courses including: Geography at Exeter, Physics at Warwick, Sports Management at Loughborough, Liberal Arts and Sciences at Birmingham, English and Classical Literature & Civilization at Birmingham, Natural Sciences at Durham and Acting at the East 15 School in London. Students have also been successful in gaining excellent apprenticeships in Surveying, Cyber Security and a degree apprenticeship with Ford.

#### **A busy start to the year**

This year promises to be a busy one with the resumption of competitive sports fixtures against local schools and colleges and a full range of enrichment activities including the Sixth Form production, Senior Choir, recreational sport and learning sign language. There will also be the opportunity for Year 12 and 13 students alike to get involved

in the many initiatives from our sixteen-strong group of Sixth Form Student Leaders. More about these to come as the year progresses.

## **6. Year 11 News by Mr Hammond, Assistant Headteacher**

From our early visits to lessons we have seen Year 11 students concentrating extremely well and taking real care with their work; this is very encouraging, and we hope that it will be maintained over the coming months. Year 11 is always very demanding but, as always, we plan to work hard to support our students in order to help them succeed.

Through subject lessons, tutor time, and assemblies we aim to help students develop excellent study habits. This will include a strong focus on homework, which we believe helps students by requiring them to reinforce and develop the knowledge and skills learned in school. Subject leaders and teachers recognise the impact of the challenging 18 months which students have experienced and will make every effort to support students with their studies.

Clearly, exams and assessments will be a big part of this year and we have already started to show students some techniques to help them revise for exams; we will reinforce these nearer to the mock exam periods, and before the main summer exams. Year 11 have a superb team of tutors, each of whom know their tutees well, and who will work closely with Mr Bees (Head of Year 11) and me (Progress Leader for Year 11) in encouraging and supporting our Year 11 students. The John Masefield High School Sixth Form team will also work with Year 11 students in order to advise and help those students who are considering, or who already expressed an interest in studying here from September 2022. Mrs Rose (our Careers Adviser) has started working with Year 11 students and plans to see many of them during the school year. Mrs Rose is happy to be contacted by parents and carers who require post-16 support for their child. Miss King and her colleagues in The Hub will continue to work with students who require specialist support this year. Mr Bees and I will send a more detailed letter about Year 11 within the next few days.

## **7. Curriculum Plans for the Autumn Term**

Each curriculum subject has produced single page summaries of the topics they will be covering during the Autumn Term with the key learning points and assessments for all year groups. A link to these summaries is included below:

<https://www.jmhs.hereford.sch.uk/curriculum/autumn-2021-curriculum-overviews/>

## **8. Homework**

We set homework so that students can practice, recall and review learning in class. This is essential for effective learning and there is a strong correlation between time spent on homework and student progress. We set one homework per week for each subject in each of Year 7 to Year 11 with the approximate times given below:

- 30 minutes for Year 7 and Year 8
- 45 minutes for Year 9
- 60 minutes for Year 10 and Year 11

Please note that during the first half term Year 7 students will only be set homework for English, maths, science and French. Teachers try to give students several days to complete each piece of homework and set homework via epraise. If your son or daughter is struggling to complete homework at home and would like to attend Homework Club, please could you contact your child's Year Leader or Miss Sally King, [sally.king@jmhs.hereford.sch.uk](mailto:sally.king@jmhs.hereford.sch.uk).

JM6 students are expected to undertake between 5 and 7 hours per subject of independent study a week which will be a combination of application of present topics, recap of previous topics and preparation for topics to come. The students have access to a superb study room and other rooms including VI2 to utilise before, during and after school.

## **9. Autumn 2021 Term Enrichment by Miss Newnes, Enrichment Coordinator**

Our extensive, free of charge, Autumn Enrichment programme, has now launched with details sent out via ParentPay earlier today and clubs starting this week. Our aim for enrichment is to give students an opportunity to

enjoy their learning further and to continue to love spending time at school. For many students, our Enrichment programme supports their emotional and social needs, increases their confidence, and gives them the opportunity to grow as individuals.

Although our Enrichment programme is non-compulsory, we encourage students to choose at least one enrichment opportunity per term.

Our after-school Enrichment programme requires parents and carers to book a place for their child using our SchoolCloud system. Information about how to book a place for your child and the Autumn 2021 Enrichment Programme can be found on our website and via the link below:

<https://www.jmhs.hereford.sch.uk/parents-information/clubs-and-enrichment/>

## 10. Ledbury Waste Project

Ledbury Town Council has been involved in establishing Sustainable Ledbury, a group setting up initiatives aiming to reduce waste. JMHS will be supporting this excellent project and we are encouraging all our parents, carers and students to get involved. Further information is set out in the letter attached to this ParentPay message.

## 11. Key dates

Friday 8 October: Staff training afternoon – students leaving at 12.15pm

Monday 25 October – Friday 29 October: Half Term

Thursday 11 November: Staff training afternoon – students leaving at 12.15pm

Monday 6 December: Staff training afternoon – students leaving at 12.15pm

Friday 17 December: Term ends at 12.15pm

Tuesday 4 January: Staff training day

Wednesday 5 January: Term starts

Wednesday 2 February: Staff training afternoon – students leaving at 12.15pm

Monday 21 February – Friday 25 February: Half Term

Thursday 10 March: Staff training afternoon – students leaving at 12.15pm

Friday 8 April: Term ends at 3.15pm

Monday 25 April: Staff training day

Tuesday 26 April: Term starts

Wednesday 11 May: Staff training afternoon – students leaving at 12.15pm

Monday 30 May – Friday 3 June: Half Term

Monday 13 June: Staff training afternoon – students leaving at 12.15pm

Friday 8 July: Staff training day

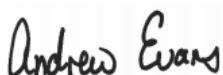
Tuesday 19 & Wednesday 20 July: Challenge days - programme to be published

Thursday 21 July: Term ends at 12.15pm – this is a day earlier than originally planned.

**... And finally**

We hope you find these newsletters helpful. If you would like to make any suggestions for future newsletters please let us know.

With my very best wishes



**Andrew Evans**  
**Headteacher**

## Extended Leadership Team Structure – Roles and Responsibilities 2021-22

<p><b>Andy Evans</b></p> <p><b>Headteacher</b></p> <p><b>Lead on curriculum, whole school performance and standards</b></p> <ul style="list-style-type: none"> <li>Curriculum planning and training</li> <li>Overall strategy</li> <li>Strategic and financial planning</li> <li>School Development Plan</li> <li>Leadership and management</li> </ul> <p><b>Line manage Deputy and Assistant Headteachers (ALW, LL &amp; PMH), Maths, Science, Finance Manager, PE and Special Educational Needs</b></p>	<p><b>Andy Collard</b></p> <p><b>Deputy Headteacher</b></p> <p><b>Lead on improving teaching and learning and deputise for the Headteacher</b></p> <ul style="list-style-type: none"> <li>Improving teaching and learning</li> <li>ASPIRE</li> <li>Staff INSET</li> <li>Staff wellbeing</li> <li>New staff support</li> <li>Deputise for the Headteacher</li> </ul> <p><b>Line manage Performing Arts, English, Art, History, Geography, RE, School Business Manager and Assistant Headteacher (MH)</b></p>	<p><b>Rebecca French</b></p> <p><b>School Business Manager</b></p> <p><b>Lead site and facilities development and the support staff team</b></p> <ul style="list-style-type: none"> <li>Calendar</li> <li>Health and safety, school site and grounds</li> <li>Transport</li> <li>Communications and press officer</li> <li>Contractors, cleaning and catering</li> <li>Co-ordinate recruitment of support staff</li> <li>GDPR/Data Protection Lead</li> <li>Statutory compliance with site legislation</li> <li>Marketing JMHS</li> <li>Running of JMSport (leisure centre)</li> </ul> <p><b>Lead support staff and contractors, and line manage exams officer, HR manager, site staff</b></p>	<p><b>Peter Hammond</b></p> <p><b>Assistant Headteacher</b></p> <p><b>Lead improving student progress and maximising GCSE performance</b></p> <ul style="list-style-type: none"> <li>Homework and E-praise</li> <li>Assessment, reporting &amp; monitoring progress</li> <li>Pupil Premium students</li> <li>Y11 Progress Leader</li> <li>Initial teacher training and newly qualified teachers</li> </ul> <p><b>Line manage Data team, ICT Manager, Art &amp; Design Technology</b></p>	<p><b>Mark Hawksworth</b></p> <p><b>Assistant Headteacher</b></p> <p><b>Lead Sixth Form</b></p> <ul style="list-style-type: none"> <li>Maximise Sixth Form achievement, recruitment and progress</li> <li>Sixth Form Improvement Plan</li> </ul> <p><b>Line manage Sixth Form Leadership Team</b></p>	<p><b>Lana Laidler</b></p> <p><b>Assistant Headteacher</b></p> <p><b>Curriculum planning, teacher deployment and timetabling</b></p> <ul style="list-style-type: none"> <li>Curriculum model &amp; curriculum design</li> <li>Teacher deployment and recruitment plan</li> <li>Timetable including options for Y9 and Y12</li> </ul> <p><b>Faculty Leader for mathematics, line manage languages and vocational subjects</b></p>	<p><b>Andy Williams</b></p> <p><b>Assistant Headteacher</b></p> <p><b>Lead student support, safeguarding, equalities and improving behaviour</b></p> <ul style="list-style-type: none"> <li>Designated Safeguarding Lead</li> <li>Designated Lead for Online safety</li> <li>Designated Lead teacher for Mental Health</li> <li>Pastoral system</li> <li>Equalities policies</li> <li>Behaviour management &amp; staff training</li> <li>Looked After Children</li> </ul> <p><b>Line manage Year Leaders and pastoral team</b></p>
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<p><b>Dean Wyatt</b></p> <p><b>ESLT</b></p> <p><b>Lead primary transition, house system and improving attendance</b></p> <ul style="list-style-type: none"> <li>Overview of House System</li> <li>Deputy DSL</li> <li>Senior Year Leader</li> <li>Improving attendance</li> <li>Year Leader for Y9</li> </ul> <p><b>Line manage Student Support Assistants</b></p>
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<p><b>Karen Barker</b></p> <p><b>ESLT</b></p> <p><b>SENDCO</b></p> <ul style="list-style-type: none"> <li>SENDCO</li> <li>Reading strategy</li> <li>Lead improving quality of mixed attainment teaching</li> <li>Develop role and skills of TAs &amp; HLTAs</li> </ul> <p><b>Line manage The Hub, TAs/HLTAs</b></p>
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<p><b>Additional responsibilities for SLT members</b></p> <ol style="list-style-type: none"> <li>SLT duty days - dealing with incidents, complaints and enquiries on duty day and ensuring success of key events on these days</li> <li>Before school, brunch, lunch and after school duties on a daily basis ensuring safety and high visibility</li> <li>Strategic and operational planning through weekly and extended SLT meetings</li> <li>Act as an officer for a relevant governors' committee</li> <li>Take assemblies</li> <li>Work with a Year Leader to create an excellent ethos within their year group</li> </ol>
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