



**THE LONDON NAUTICAL SCHOOL**

61 Stamford Street, London, SE1 9NA

Head Teacher: Mr M Schofield BA (Hons) NPQH

# Year Seven Induction

September 2021





*Our Grade 2 Listed Building on Stamford Street SE1*

# Head Teacher's Welcome

*Welcome to the London Nautical School and congratulations on securing a place here for your son's secondary education. I know that this is a nerve-racking and daunting time for you and your son but also one that is extremely exciting and the beginning of a 7 year adventure.*

*Over 100 years ago the school was established to help all the pupils achieve their full potential, this hasn't changed. It is a place where doing your best at all times matters in the classroom and out of the classroom. Taking pride in who you are, how you dress, your attendance and punctuality and also good manners, serving the community, consideration for others and respect for learning is prized most highly.*

*From the moment that letter, or email, arrived confirming your son's place here, he became a "Nautical Boy". This means that he is expected to work hard at all times to live up to the very high expectations that the school has of him. He will be taught by a team of wonderful teachers who have his learning and development as fine, decent young men, as their top priority.*

*This will be a very important and exciting time in your family's life and it is a real pleasure and privilege for me, as your Headmaster, to help you to make the most of all the unique opportunities you will have here.*

*Yours sincerely,*

*Mr M Schofield*

## History

The London Nautical School was formed as a direct consequence of the sinking of the RMS Titanic in 1912. The board of trade enquiry recommended introducing several nautical training schools to improve seamanship. The London Nautical School is the only one of those training schools that remains with a nautical and maritime ethos.



*Cadet training at the London Nautical School, Broadwall: 1956*

The original location was in Rotherhithe as an annex of the Rotherhithe New Road School. Opening in 1915, the first Headmaster was Commander Archibald Walter Buckle (Royal Navy) who was awarded the Distinguished Service order for bravery in World War One. In 1937 the school gained its own site in Silwood Street, Surrey Quays, and became known as The London Nautical School. In 1965 we moved to Broadwall, Waterloo, and then to our present location in Stamford Street, Waterloo.

## Curriculum

Our vision at LNS is to provide a great education. The curriculum and learning experience enables every individual to be stretched and allows them to achieve their academic potential. It is also our aim to prepare our young people to be good citizens, so that they are ready and equipped for life in our modern society.



*Visit: Institute of Civil Engineers*

As well as a curriculum which offers depth, breadth, enjoyment, challenge and choice, we also offer an extensive extra-curricular provision which includes sailing, kayaking, sports, music and lots more.



*Y13 BTEC Art and Design*

The school's central location allows us to organise trips and visits to different parts of our great city. We strongly believe that the different opportunities offered will allow our young people to achieve their aspirations.

## Mission

**Nautical** ethos of mutual respect, hard work, self-discipline and care for others leading to learning to become a self-disciplined leader

**Achievement:** learn and achieve beyond my expectations within an internationally-enriched and expansive curriculum, using world-class technology, with people who care

**Understanding** of me as an individual: staff who know me by name and help make my experience of school rich and happy

**Teaching** that inspires me, that challenges me, that gives me a lifelong love of learning

**Interact** with our local community and develop strong partnerships between it, school and home.

**Care** and value my education and to be challenged, engaged and excited about learning

**Aspire** to make a difference through our academic, moral and social formation

**Learn** and prepare for life beyond school and learn to respect the world around us displaying tolerance and an open attitude of mind.



*Collaborative Learning*

# Important Dates & Times

## Term dates 2021/2022\*

### Autumn 2021 – Term 1

*Wednesday 01 September 2021 Staff INSET 1*

**Thursday 02 September 2021** - Year 7 Induction day

**Monday 6 September 2021** - First day for all students

**Friday 22 October 2021** Finish for Half Term

### Autumn 2021 – Term 2

**Monday 01 November 2021** All students return

*Friday 26th November 2021 Staff INSET 2*

**Friday 17 December 2021** Finish for Christmas Break

### Spring 2022 – Term 3

*Tuesday 4 January 2022 Staff INSET 3*

**Wednesday 5th January 2022** All students return

**Friday 11 February 2022** Finish for Half Term

### Spring 2022– Term 4

**Monday 21 February 2022** All students return

**Thursday 31 March 2022** Finish for Easter Break

### Summer 2022– Term 5

*Tuesday 19 April 2022 Staff INSET 4*

**Wednesday 20th April 2022** All students return

**Friday 27 May 2022** Finish for Half Term

### Summer 2022 – Term 6

**Monday 6 June 2022** All students return

**Thursday 21st July 2022** End of term for students

*Friday 22 July 2022 Staff INSET 5*

\*Please check our website for any changes to term dates - [lns.org.uk](http://lns.org.uk)

Please note that the school is usually closed to pupils & parents on staff training days.



*English at LNS*

## The School Day

The Year 7 Gate on Duchey Street closes at 8.35am

The school day starts promptly at 8.40. Students should be in class by then. The day consists of 5, 60 minute lessons and a tutor period plus 20 minutes morning break and 40 minutes for lunch. We end the day at 3pm though extra curricular clubs often run later than this. Please also be aware that School Sports fixtures may take place during the school day, evenings or weekends. You will be notified of these in advance.

### Punctuality

Your son's needs to come to the front main entrance of the school if he arrives after 8.35. An after school detention is given to all pupils who persistently arrive late to school. You should contact the Attendance Officer to notify the school of lateness or absence by 9.00am latest. Please see the "Attendance Letter" on page 5 from Mrs Karen Cunliffe (Attendance Officer).

# Attendance & Punctuality

Dear families ,

To help us make sure reasons for absence and lateness are actioned quickly, parents are asked to follow this procedure:

1. A telephone call on the first day of your son's absence to Mrs Cunliffe, Attendance Officer (before 9.00 a.m.) explaining his absence. Messages can be left on the voicemail – 020 7902 5043 or email [kcunliffe@lms.org.uk](mailto:kcunliffe@lms.org.uk). Please give the pupil name, tutor group and reason for absence.
2. A written note confirming the reason for absence, on your son's return to school, which should be given to his form tutor. In the note, please clearly state your son's name, form group, dates of absence and absence reasons.
3. If your son is going to be late for any reason (Doctors, Dentist) please inform me on the day, also, if he is late he must sign in late.
4. If your son is absent for more than 3 days due to illness, a note from your doctor is required.

If the school receives no written confirmation (ie. email etc) for his absence, it will be marked as 'unauthorised' in the attendance register, and will remain on his school record.

Please do not request holidays during term time, as this will not be granted. If you choose to take holiday in term time, we will issue a fixed penalty notice.

You are probably aware that information regarding your son's attendance and punctuality record is usually requested in references from future employers as well as colleges of further and higher education. The school takes unauthorised absence very seriously and details may be passed to our Education Welfare Officer who is in school once a week.

Your cooperation in helping us to implement this strategy is greatly appreciated. If you have any further questions, please contact me on 020 7902 5043 (direct line).

NB – Your son must sign in at reception if he arrives after 8.40, he will be given an after school detention.

Yours sincerely,

Mrs K Cunliffe

Attendance Officer

email: [kcunliffe@lms.org.uk](mailto:kcunliffe@lms.org.uk)

## Student Services

For day to day administrative things, students might need to visit Student Services. Our Student Services office is available for students before and after school and at break time and lunch time. To sort out lunch card problems, contact home, locate lost property, sort locker keys, hand in letters or seek first aid and more, students should queue at Student Services.



## First Aid

If your son is ill or has an injury and is in class, he needs to let his class teacher know and they will call the “on call” member of staff, who will decide how your son will be helped. In most cases your son will then be returned to class or he will then go to Student Services at reception. If necessary, the staff member will contact you to discuss the problem and possibly make arrangements for your son to be sent home.

**Please ask your son to think carefully** – Is it necessary to visit student services or can the issue wait until the end of the school day?

Please note the following:

- We are requesting all parents and carers **provide school with at least two sets of current contact details** in order that we are always able to speak to a responsible adult in the event the main pupil contact is unavailable. This is especially important in the case of a medical emergency. Please keep the school updated with changes in contact details.
- It is vitally important that contact telephone numbers (home, mobile, work etc) are up-to-date.
- No pupil should make personal arrangements to go home without permission from Student Services.
- We keep a record of all visits made to Student Services and will tell your son's form tutor if there is concern about the frequency of visits.

# Pastoral Care

The pastoral system is structured around the Form Tutor from their entry into the school in Y7 until they leave in Y11. The Form Tutor monitors and is responsible for: - pupil registration once daily; checking that uniform is worn correctly; checking that pupils are properly prepared for lessons; compiling pupil reports and referrals; monitoring progress, behaviour, classwork and homework and teaching PSHE. The Pastoral Team runs competitions, Interwatch Football matches and Rewards throughout the school year. There is opportunity for boys to take on positions of responsibility within their form, for example Form Captain and Wellbeing Officer.



*Year 7 Interwatch Football Tournament*

## Senior Leadership Team

Headmaster	Mr Schofield
Deputy Head Teacher	Mr Foley
School Business Manager	Mr Melia
Assistant Head Teacher	Ms James
Assistant Head Teacher	Mr Knight
Assistant Head Teacher	Ms Simmonds
Assistant Head Teacher	Ms Grant

## Support

Our young men are supported by a large team including the SEN department, ASC Base, Learning Support Centre, Mentors, School Counsellor, School Nurse, Safeguarding Leads, Safer Schools Police Officer, The Local Authority and many more. The first port of call though is the Year 7 team who can provide or coordinate the support students and families need. Don't hesitate to contact them.

## Year Seven Team

This is the team that will be responsible for the pastoral and academic development in your son's very important first year in secondary school. Parents should contact their son's tutor in the first instance with any concerns or queries that they may have.

Head of Year Seven - **Ms Critchley**

7W1P Tutor - **Ms Nembhard**

7W1S Tutor - **Ms Shaw**

7W2S Tutor - **Ms Barrett**

The tutor group name is linked to the pupil's year and his watch division, a tradition from our Nautical Heritage. For example, A Year 7 in 1st Port wears a single red flash on his left arm and is in the first port watch.



*7W1P student wears a single red flash on his left arm*

# Catering



Our school kitchen makes fresh food everyday and also serves a wide selection of snacks at breakfast and break time.

We encourage all our pupils to enjoy a healthy meal at lunchtime provided by our caterers Edwards and Ward.

Our catering service is cashless and families should use Parent Pay to top up their sons account. Please see the section on Payments for more details.



Edwards and Ward catering service

## WHAT WE DO...

- A friendly, independent company that thrives on partnerships and relationships.
- Fresh, healthy food from locally sourced suppliers.
- A menu that reflects multicultural/faith groups; and allows the pupils to make "sensible and informed choices".
- Creativity with food - encourage children to try 'real foods'.
- Fun, exciting ideas to increase pupil uptake, including theme days and exciting competitions.
- Education; bringing food to your already 'broad and exciting curriculum'.
- Feedback; consulting regularly with pupils & staff.
- Thought; as parents ourselves, we are more than just a catering contract - we stand back and think 'would our children enjoy that meal?'
- A unique zest for excellence and passion for quality - We want to bring the "wow" factor to your servery, dining hall and staff.



# Primary to Secondary Transition

We recognise that moving to secondary can bring mixed emotions to our young people and their families. We'd like to assure you that we have lots of systems and strategies in place to support your son in the first year of his time at LNS.

For all students, we ensure gradual introduction of homework timetables, slightly offset lunch times and a playground all to themselves. We'll have student guides to get them to their lessons for a few days and we'll spend lots of time on rules and expectations. We have clubs for students who need a little help to socialise and clubs for homework for those who find this tough.



# Positive Attitude To Learning

Our Positive Attitude to Learning Policy is the expectations we have for our students and how we as a school promote it and reward our students for their efforts in this regard. It is hinged upon respect.

## Pupil Code of Conduct

We will all do our best to behave in a way which shows **Respect for Learning**. This means:

- Attending: each day and arriving on time for school and lessons
- Prepared: Bring everything we need to lessons
- Listening: One voice in the room so that the thoughts and answers of all are respected
- Behaving: Be on task throughout the lesson - making it easy for everyone to learn and for the teacher to teach

We will all do our best to behave in a way that shows **Respect for Self**. This means:

- Uniform: Wearing our uniform properly and proudly, at all times
- Integrity: Always doing the right thing, even when others are not looking
- Best: Doing our best and taking pride in all class and independent learning
- Care: Taking good care of ourselves, our property and our time

We will all do our best to behave in a way that shows **Respect for Others**. This means:

- Kind: Being courteous, co-operative, friendly and showing consideration for other people's feelings and points of view
- Humble: Always thinking the best for others before ourselves, being respectful in victory and defeat
- Language: Always speaking in a respectful way towards students and staff, never using racist, sexist or homophobic terms
- Safe: Moving around the school safely and sensibly, taking care of other people's property

We will all behave in a way that shows **Respect for the School**. This means:

- Wearing the correct clothes for school - both on the way to and from school
- Taking good care of property and the environment, in and around the school
- Making sure we always give the right impression of the school
- Playing an active part in helping improve the school and the local community
- Not having mobile phones out in school. On-site out of sight!

## Rewards

We want all our students to feel valued and rewarded for their positive attitude to learning. That could be trying really hard, perseverance, behaving brilliantly or excelling in terms of sportsmanship. Y7 will have Termly Award Assemblies where a number of certificates and treats will be handed out. As well, students will aim to collect ClassCharts Points in return for certificates and rewards such as movie afternoons, lunch with the Headmaster or lunch queue skip passes and more. Through the year we'll run optional rewards trips too!



*LNS is home to our own Sea Cadet Unit*

## Consequences

We take learning seriously and if students breach our pupil code of conduct there may be negative consequences. Being late to school means doing detention at break time. If school rules are broken we set detentions for afterschool the same day. Detentions are 30 minutes, Head of Year detentions 1 hour (Friday), Senior Leadership detention (SLT) 1 ½ hours (Friday). Teachers will contact you to inform you of the reason for detentions. If poor conduct persists we may place students in internal exclusion, place them on report, Pastoral Support Plans and as an absolute last resort, external exclusions. For full details of our PATL Policy please see our website.

# Lower School Uniform

## School Uniform Direct

School Uniform Direct are the official suppliers of the school uniform and sports kit. You can purchase your entire uniform online [www.schooluniformdirect.co.uk](http://www.schooluniformdirect.co.uk) and have it delivered to your home or workplace. Use the 'school selector' on the left hand side of the site to restrict items to LNS only.

Alternatively, their stores are conveniently located on North End Road (Fulham) and Mitcham Road (Tooting) and will be open Monday - Sundays (excluding Friday's) (Fulham store).



*Our uniform shows the pride we have for our school community*

## Key Stage 3 Uniform List

- Royal Navy Wool Pullover
- Plain White Shirt (with Long Sleeves)
- Black Trousers - No turn-ups
- Plain Black Socks
- Black Tie (a spare is helpful)
- Black Beret with Badge (Lower School)
- Black or Navy Coat - no logos
- Plain, Black, Lace-up Shoes (Polishable) e.g. no thick sole ridges, no thick raised seams, no labels or decoration. i.e. simple, black Dr Martens are suitable.
- School bag with School logo (Yr 7)
- PE Kit
  - LNS Socks
  - LNS Shorts
  - LNS Polo Shirt (Logo is either red 7W1P & 7W2P or green 7W1S & 7W2S)
  - LNS Games Top
  - Sensible White Trainers (Non-mark soles)

**Watch flashes on jumpers** should be placed on the left arm sleeve about 7cms down from the shoulder seam. You will be told which watch your son is so please sew on the correct colour and number of flashes. They are sold as doubles so they may need folding over. **1st Port - 1 red flash, 2nd Port - 2 red flashes, 1st Starboard - 1 green flash, 2nd Starboard - 2 green flashes**

**WASHING ADVICE:** We strongly recommend that jumpers are hand washed. DO NOT TUMBLE DRY as it **will** shrink.

**Please remember to label all items of clothing and bags clearly with your son's name. If boys are not in full school uniform they will be sent home to get it. There is no excuse for a student to be out of school uniform.**

# Essential Equipment

We believe in using every bit of learning time and this means being prepared. Students at LNS need all the following with them at school and should make sure to take the correct items to their lessons. We'll help them learn organisational skills over time. Still- labelling everything is essential and we would appreciate you helping your son to do this before school starts. It's a nice opportunity to chat about the big change too!

- Pencil case (big enough to fit the calculator and maths set in it really helps!)
- Black or blue pen (and spare)
- Green pen
- Ruler
- Pencil (with sharpener if required)
- Maths set
- Scientific calculator (Casio fx-83GT-X or similar)
- Keyring (for locker key)
- Reading Book (this can be obtained from our Library of course)
- Reading Log (we will supply this)
- PE kit on PE/nautical days



*All Aboard*

# Communication

## Contacting Teachers

Form tutors or classroom teachers should be the first point of contact for anything other than absence, payments and school meals. E-mail is the best way of contacting staff as they are checked regularly, but they do have busy days and may not get back to you immediately. On the school website there is a list of email addresses.. You can phone into school on 020 7928 6801 and ask for a member of staff. All phone extensions have voicemails, but some staff teach all day and these may not be picked up for 24hrs.

Letters to staff should be clearly named and can be delivered by hand (if your son is reliable) to the Staffroom to be put into the appropriate pigeonhole, or left at reception. It's useful to include a note of the best time to contact you and/or an e-mail address to help staff reply promptly.

# Useful Contacts

<b>Name</b>	<b>Position</b>	<b>Email</b>
Mr M Schofield	Headmaster	admin@lns.org.uk
Mr K Foley	Deputy Headteacher	kfoley@lns.org.uk
Ms K Grant	Assistant Headteacher	kgrant@lns.org.uk
Mr M Knight	Assistant Headteacher	mknight@lns.org.uk
Ms C James	Assistant Headteacher	cjames@lns.org.uk
Ms T Simmonds	Assistant Headteacher	tsimmonds@lns.org.uk
Mr R Melia	School Business Manager	sbm@lns.org.uk
Miss K Blake	Head of English	kblake@lns.org.uk
Mr M Kingsley	Head of Mathematics	mkingsley@lns.org.uk
Mr A Ali	Head of Science	aali@lns.org.uk
Miss E Robertson	SENDCO	erobertson@lns.org.uk
Mr J Goldsmith	Head of PE	jgoldsmith@lns.org.uk
Ms S Medina	Head of History	smedina@lns.org.uk
Ms S Constable	Head of Geography	sconstable@lns.org.uk
Mr Q Hussain	Head of Computing and ICT	qhussain@lns.org.uk
Mr F Cotter-Boston	Design and Technology Lead	fcotter-boston@lns.org.uk
Ms L Wilson-Scott	Head of Art	lwilson-scott@lns.org.uk
Ms F Schuil	Head of Performing Arts	fschuil@lns.org.uk
Mr J Bullar	Head of Nautical Studies	jbullar@lns.org.uk

## **Pastoral Team Year 7**

Miss K Critchley	Head of Year 7	kcritchley@lns.org.uk
Ms M Nembhard	7W1P Tutor	mnembhard@lns.org.uk
Ms L Shaw	7W1S Tutor	lshaw@lns.org.uk
Ms J Barrett	7W2S Tutor	jbarrett@lns.org.uk

## Parent Contact Information

**You must inform the school every time these details change.** If you don't the school is highly unlikely to be able to contact you or your emergency contact if your child is ill or has an accident and this may cause significant unnecessary stress to your son.

A personal pupil datasheet is included in every report pack (on parents evening) showing the data stored on the school database. All data is securely and confidently stored in accordance with the Data Protection Act, and is only available to relevant LNS staff. The forms should be checked on receipt and any changes (especially mobile phone numbers or email addresses) advised to Caroline Knight Admissions Officer. Please email at any point in the year with changes to l: [admin@lms.org.uk](mailto:admin@lms.org.uk).

## Home Learning

We know that Homework is something lots of Year Six Students worry about when thinking about moving to secondary school. We will be gradually introducing homework to our Year Seven students and it will always be purposeful. In the beginning lots of homework will consist of essential tasks to complete the induction process, like checking passwords and reading at home. We will work up to the guidance in the table below which totals approximately one hour every week day.

Generally students will have a week between homework being set and collected. You and your son will receive a homework timetable in term one. All homework will be posted on Google Classroom. **If you would like to receive a weekly email detailing your son's homework set please ensure your email address is correct and checked regularly. You will receive an opt in email at the start of term.**



## Payments, Meals & Lockers

We are a cashless school and all payments to the school for trips, music lessons and other activities must be paid using our secure online website called ParentPay. You will be issued with a unique activation username and password. Or if you prefer you can pay in cash at local stores where you see the PayPoint logo - To use this facility, you can get a Catering Card or barcoded letter from our Finance Officer at [finance@lms.org.uk](mailto:finance@lms.org.uk).

All students will be issued with a Pin Number registered in their name. Each student account will record the pupil's name and have a photograph. All monies paid on Parent Pay for meals are electronically recorded on the catering database.

This means that you will pay in advance for meals but you will be safe in the knowledge that all monies paid in will be used for the purpose intended and will be securely stored on the system. Ideally, monies paid in should cover the full week. If the PIN Number is lost, it can be cancelled and changed to prevent unauthorised usage. All information concerning usage of your son's catering account is stored on a file server and individual reports can be generated on request to identify how lunch monies are spent.

## What you need to do

1. Please make sure that you have sent a passport sized photograph to the school. This is for the student database.
2. If your son is in receipt of a free school meal (FSM) entitlement – please make sure you have completed the school's Free School Meals Application Form. Please Note: You will be informed in writing and asked for written proof if your application has been declined. The daily allowance for FSMs is currently £2.35, it will appear on your son's account at 11.30am, after break time. If your son wants anything other than the meal deal (i.e something at break time or a drink) you will need to top up your son's parent pay account. If the entitlement to a FSM is withdrawn the next subparagraph applies.
3. If you pay for your son's meals – Your parentpay account must be credited with an amount of your choice, minimum payment is £10. The cost of the set menu meal is currently £2.35 some pupils prefer to improve on this and pay more. For simplicity, you may decide to pay for at least one week in advance. For more information please check out the parentpay website [www.parentpay.com](http://www.parentpay.com).
4. Your parent pay username and password is enclosed with the induction pack so log in as soon as you receive it to check everything is in order
5. To avoid a system crash at the start of term, please could you top up your parent pay account by no later than Monday 16th August 2021.
6. We will be placing a cap (spend limit per day) of £5 on all lunch accounts, if you wish this to be adjusted up or down please email [adminteam@lms.org.uk](mailto:adminteam@lms.org.uk).

## Lockers

Your son will also be allocated a locker, which is operated by use of a key. By the first day of term you will be required to pay a £5.00 deposit. Lost keys can be replaced at the cost of £5.00. For replacement keys please contact [admin@lms.org.uk](mailto:admin@lms.org.uk).

# London Nautical School



**KEY:**

Art	Religious Education
Business Studies	Science
Design & Technology	Sports Form
English	Staff Offices
Half/Double Room	Stores/Plant Rooms
Humanities	
ICT Suites	
Kitchens	
Languages	
Library/Resources	
Mathematics	
Music	
Nautical	
Physical Education	

