



Rugeley John Taylor School

Information Pack
September 2025

Respect, Resilience, Ready

Welcome to our school



**Rugeley
John Taylor
School**

Welcome to Rugeley John Taylor School.

As Executive Headteacher I take great pride in leading the school through its founding stages and supporting your child in their educational journey.

Powered by knowledge and driven by ambition, our mission at **Rugeley John Taylor School** is to nurture and inspire every learner, from early years through to the end of their secondary education, fostering a love of learning that lasts a lifetime. We are committed to providing a seamless learning journey that encourages academic, personal, and social growth at every stage of life, and one that equips our learners with the knowledge, skills, and character to shape their future and contribute positively to the world around them.

We are committed to building a community where all learners are ready to grow, explore, and succeed. Guided by our core values, we nurture **respectful** and **resilient** individuals who are **ready** to live lives full of choice and opportunity in an ever-changing world.

Situated on the historic grounds of Rugeley Power Station, we draw inspiration from the energy of the past to ignite a passion for learning — a site once powered by energy, now a place where young minds are energised and inspired. With state-of-the-art facilities and a curriculum designed to foster curiosity, innovation, and creativity, we are committed to empowering young people, fuelling their growth and success, and nurturing the leaders of tomorrow.

We know that the transfer from Year 6 to Year 7 can be as daunting for parents as it is for students and the purpose of this information pack is to help smooth the transition to Rugeley John Taylor School for you and your child. Our aim is to give you an insight into the daily life of the school and reassure you that by working together we can ensure an effective and happy transition. We place a very high value on our relationships with parents, and we look forward to welcoming you and your child into our school community and working with you to ensure their success in the years ahead.

We appreciate that you may have many questions during the initial few weeks, especially being the first cohort of students in a brand, new school, and want to reassure you that we are here to answer any questions and provide any additional support that you or your child may need. A crucial person in your child's school career will be their form tutor and I would encourage all parents to develop a professional working relationship with this key advocate for your child.

I look forward to meeting you and welcoming you to the school.

Ms C Powell

Executive Headteacher



To ensure a smooth transition to Rugeley John Taylor School, we will be having a three-day induction in September, with students starting with us on **Wednesday 3rd September**.

During our induction programme, students will have an opportunity to become familiar with the school site and the running of the school day, meet their form tutor and other students in their tutor group, be introduced to the rules and routines of the school to ensure they understand our expectations, and experience lessons in all key subjects.

On the first day (Wednesday 3rd September), the school gates will open at 8.15am and we ask students to arrive on the school site by 8.40am at the very latest. There will be staff at the gates to meet and greet students and to direct them to the hall where we will start the day with a welcome assembly for all students.

Students should wear their full school uniform and bring a bag containing all necessary equipment (details of both are provided later in this booklet).

Students should bring a packed lunch if required. If you create a My Child At School (MCAS) account in advance of your child starting with us and add money to this account, this will be operational on the first day of term and students will be able to pay for food and drink using the money that has been loaded onto their account. Further details of the cashless catering system can be found later in this booklet.

Please note that students will not need their PE kit on Wednesday 3rd September.





Our culture at Rugeley John Taylor School is driven by our core values – to be respectful, to be resilient, and to be ready – ready to learn, ready to take on new opportunities, and ready to make a positive impact on society. We expect all our students to display these behaviours in their daily life at our school, within the wider community, and as they move into the next phase of their life once they leave our school.

We are respectful

We treat everyone with kindness and speak and act in ways that make others feel valued. We respect ourselves, each other, our school, and our wider community. We take accountability for our actions, not only to ourselves but to everyone around us. We use kind words, listen carefully, look after our environment, and celebrate differences. We are positive and show empathy, creating an environment where everyone can be the best they can be.

We are resilient

We face challenges with a positive mindset. We believe in ourselves, act with integrity, and keep going even when things are difficult. We persevere through setbacks and learn from mistakes, facing adversity with courage and confidence. We support each other to grow stronger and more confident every day.

We are ready

We arrive on time, with all the equipment we need, and are curious and motivated to build our knowledge and learn new things. We ask questions, explore new concepts, and are eager to offer our own contributions. We understand that learning is not always working alone – it's also about thinking together, sharing ideas, and helping each other improve. Being ready now also makes us better prepared for future opportunities and goals we want to reach later in life.



We are Rugeley John Taylor



All students in Year 7 have been assigned to a tutor group. They will meet their tutor each day, and the tutor will become the first point of contact between school and home. The role of the tutor is central to the pastoral care system within the school. In many ways the Form Tutor is the nearest we come to the role of class teacher in a primary school. Form Tutors meet their groups every morning and are well placed to build up a close relationship with their students and respond to any individual needs and queries.

Each student has also been assigned to a House group – the names of which will be decided by students and families in September. Each house is represented by a different colour, and this is indicated by a thin coloured stripe on the tie and coloured trim on the PE polo shirt – **green, blue, or purple**. The house system will be used regularly in school for inter-house competitions and events. It is intended that as many students as possible will be involved in the activities, either as a competitor or as a supporter.

Information about which tutor group and house your child has been allocated to will be shared at our **Information Evening on 1st July**.





We operate a two-week timetable, of twenty-five periods per week, which includes five one-hour lessons each day. The timings of the day are shown in the table below:

Time	Lesson
8:40am	Latest arrival on school site
8:45am - 9.15am	Tutor Session / Assembly
9:15 am - 10:15am	Period 1
10:15am - 10:35am	Break
10:35am - 11.35am	Period 2
11.35am - 12:35pm	Period 3
12.35pm - 1:15pm	Lunch
1:15pm - 2.15pm	Period 4
2:15pm - 3.15pm	Period 5
3.15pm - 4.30pm	End of school day / Extra-curricular

Details of our extra-curricular provision will be available in September, and we encourage students to get involved in as many different activities as possible.

As part of our extra-curricular offer, we are excited to be working with Entrust Music Service Staffordshire to offer instrumental lessons to all students, at all levels, including complete beginners. Entrust Music Service Staffordshire has been the leading music provider in the county for 75 years, and students who sign up for this service will be fortunate to receive lessons by highly trained peripatetic music teachers. Some instruments may be available for hire if required. Further details of how to sign up to this service, and associated costs, will be shared in a separate letter. Music lessons are an excellent way for students to develop their skills and understanding of music, as well as giving them the potential for a lifelong passion and opportunity for social development.

Rugeley John Taylor School is a 'uniformed' school, and there is a clear expectation that our students will wear the full uniform appropriately and that this expectation will be supported by parents. Further details of our uniform expectations and guidance can be found on our website.

Blazers

School specific navy blazer with school logo on pocket. Blazers are expected to be worn at all times, unless permission has been given by staff to remove it. Sleeves must be full-length and must not be rolled up.

Shirts

Plain white long or short sleeved school shirt with a formal collar and the top button done up. Shirts must be tucked in at all times.

Ties

All students wear a navy clip-on tie with a thin stripe representing their House colour – green, blue or purple.

Skirts

School specific, blue and grey check skirt only. These must be worn to be at least knee-length and must not be rolled up at the waist. No other skirts are permitted.

Trousers

Plain dark grey, full-length tailored school trousers are the only trousers permitted. No *decorative* buttons, zips, belts or other adornments are allowed. Trousers which become narrower at the ankle, have turn ups, 'ankle grazers', or tight-fitting trousers are not permitted.

Footwear

Only black, plain, standard, leather-style school shoes are permitted. Coloured or contrasting trim or adornments are not permitted. Other types of footwear (such as black trainers, canvas-style shoes, open-toe or backless shoes, or boots) are not permitted. Trainer-style school shoes (often displayed in the school shoes section of shops) or sports shoe brands such as Adidas, Nike, or Converse are not permitted.

Socks/Tights

Socks must be plain black or dark grey ankle socks. Over-the-knee socks are not permitted. Black or natural-coloured plain tights (not patterned) are allowed.

School jumpers are optional. These must be a plain (non-branded), long-sleeved V-neck navy jumper and can be worn underneath students' blazers. Suitable jumpers can be purchased from many high street retailers, including supermarkets.

Please contact the school if you are unsure about any of the uniform expectations or guidance before making any purchases.





For PE lessons, students are required to wear the PE kit specified below. Please note that there are a number of optional items which can be purchased in addition to those on the compulsory list and which might be particularly useful during the colder months and/or during PE lessons which take place outside:

Compulsory items:

Polo Shirt - school specific navy polo shirt with school logo (with trim representing their House colour – green, blue or purple)

Shorts - school specific navy shorts with school logo

Socks - plain navy knee length socks

White ankle socks

Sports trainers (with non-marking sole, NOT fashion trainers)

Football boots which are suitable for use on a 3G pitch (firm/hard ground moulded boots - no metal studs allowed), shin pads and gum shields will be required at a later point in the year. The school will advise when these are needed.

Optional items:

School specific navy ¾ zip long-sleeved midlayer with school logo

School specific navy tracksuit bottoms

During cold weather, students can also wear plain navy 'skins' (base layers) underneath their PE kit. These do not need to be branded and can be purchased from many high street retailers.

All students must have their PE kit named so it can be returned if lost and found.

All jewellery must be removed for PE lessons for health and safety reasons.

Please contact the school if you are unsure about any of the uniform expectations or guidance before making any purchases. This may be particularly relevant for specialist footwear.

All students are expected to arrive to school 'ready' to learn, with all the equipment necessary to engage in purposeful learning. Students must take care each evening to pack the correct items for the following day's timetable. Please can parents support their child in doing this for the first few weeks at the start of term. There are a lot of new systems to learn at the start of Year 7 so this will help your child with their organisation.

The essential equipment that students must bring every day is listed below:

An appropriate school bag, large enough to fit A4 exercise books

Pencil case

Blue or black pen, plus a spare

Green pen

Pencil, plus a spare

Pencil sharpener and a rubber

Ruler

Scientific Calculator – the preferred models are Casio fx-83gt or Casio fx-85gt. These two models are functionally identical scientific calculators, with the only difference being that the fx-85GT includes a solar panel in addition to battery power.

Additional optional equipment:

Glue stick

Highlighter

Geometry set

Pencil Crayons



Our school is on a large site and movement between rooms and specialist areas will become an essential part of the school day. A sturdy bag and in bad weather, a suitable coat are essential. An additional bag for PE kit will also be very useful.



At Rugeley John Taylor School we believe in ‘powerful knowledge’ – that is the knowledge that gives students the cultural literacy they need to become active citizens in society and further their personal aspirations and ambitions. Our curriculum is underpinned by the core belief that knowledge is powerful; it allows students to see and interact with the world fully, which drives their ambitions for the future.

As an all-through school, our secondary phase builds on the foundations of the primary curriculum and considers the knowledge and skills that are required to achieve excellence in each subject at A Level and beyond, with Lead Teachers carefully planning backwards from this point.

Our robust and challenging Key Stage 3 curriculum aligns with the National Curriculum, providing breadth and balance across a range of subjects. Each half term the core knowledge students will be taught is clearly and concisely set out in our curriculum maps, so that students, teachers and parents know what is being taught during a scheme of learning.

We are fortunate to have a brand new, purpose-built learning environment with the latest technologies to enhance the curriculum. This includes ICT suites, a drama studio, music rooms, dedicated STEM spaces and extensive sport facilities to support our varied extra-curricular programme. Our Learning Resource Centre (LRC) supports learning throughout the school and promotes improved literacy levels. It has additional ICT facilities and provides high quality services for everyone. We aim to engender a genuine love for reading and excitement about learning in every student.





The purpose of homework is to consolidate the knowledge students gain during lessons, to check for misconceptions and to give students opportunities to complete their own learning independently. Homework is purposeful and linked to classroom learning, through practice, retrieval or embedding the curriculum. Homework builds habits of success and independence.

We know that for knowledge to 'stick' it must be learned and tested regularly. Our students will have Knowledge Organisers which detail the core knowledge that they need to know, understand and remember, to be successful in each subject. These knowledge organisers will be used to support homework tasks, along with the use of online platforms such as SPARX. Homework tasks will usually require students to revisit prior learning to strengthen their understanding and to help transfer key pieces of information from the short-term to the long-term memory stores. This may involve consolidating knowledge through self-quizzing in preparation for a recall test and could be assessed through whole class questioning, or as part of the Do Now task in a subsequent lesson.

Families will be able to monitor and support their child in completing their homework through the My Child At School (MCAS) platform, where you are able to view the specific tasks and hand-in dates of each piece of homework your child has been set. During the first two weeks whilst students are settling into life at Rugeley John Taylor School, they will not be set any homework.

Homework Club

A Homework Club takes place in the Library Resource Centre (LRC) after school (days to be confirmed in September). Homework Club offers a supportive and welcoming atmosphere and is open to all students who would like some help in completing their homework or, even a quiet place to work. There are computers available to complete online tasks or research, as well as all the resources in the LRC. Students can attend as often as they wish; it may be every session, or just once per week if they need some specific support.



We have the highest expectations of students at all times, and our positive conduct policy is underpinned by our school values – **to display respect, resilience and a readiness to learn** at all times, as we know this will allow our students to be successful in school and in their futures.

We want to develop a strong positive culture within the school and will always try and catch students working hard in order to reward positive points and recognitions.

We also believe that students should aim to manage themselves and their behaviour. By following the rules and displaying our core values, students will avoid receiving any negative sanctions and will instead be recognised for their positive efforts. If students do fail to meet our expectations, we may deploy a range of strategies and responses, which include same-day detentions. Parents will be notified by 2.15pm if their child is due to attend a detention after school that day.

To make our system simple, in all lessons students must abide by the following three rules:

- Respect the member of staff and other students, following all instructions without question or answering back (**Respect**)
- Complete all work to the best of your ability and remain on task in lessons (**Resilience**)
- Arrive on time to all lessons, with the correct uniform, equipment and homework (**Readiness**)



We Are
RESPECTFUL

Respect the member of staff and other students, following all instructions without question or answering back



We Are
RESILIENT

Complete all work to the best of your ability and remain on task in lessons



We Are
READY

Arrive on time to all lessons, with the correct uniform, equipment and homework



Regular attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life. As a school we ask that students achieve at least 96% attendance. We recognise that for some this may be a challenging target, therefore we will provide additional support to students and their families to encourage excellent attendance.

Students are legally required to attend school every day and should only be absent for illnesses or medical appointments. If your child is absent from school due to illness, please report their absence to the Attendance Officer via the dedicated absence line (contact number will be shared prior to students starting in September. This will enable parents to leave a message with their child's name, form and reason for absence with the day that they are expected to return. Absence should continue to be reported on a daily basis unless a medical note is supplied stating the period of absence which can then be approved by the school.

We ask parents to arrange routine medical and dental appointments out of school hours, where possible. If this is not possible, please inform the school in advance. Students should only be out of school for the minimum amount of time necessary for the appointment. A full day's absence will not normally be authorised for a medical appointment.

Absence for holidays during term time

Any application for leave must only be in exceptional circumstances (agreed at the discretion of the Executive Headteacher) and parents will be fined by the Local Authority for taking their child on holiday without the consent of the school. Any requests for term time holidays need to be sent to office@rjt.itmat.co.uk

Punctuality

Being on time is not just about arriving at school promptly; it has far-reaching implications for your child's overall growth and development and making a 'strong start' to the day and to each lesson, sets students up to be successful. We strongly encourage students to have a good structured morning routine to allow them to arrive to school on time. Students who are repeatedly late to school without a valid reason, will be issued with a same-day after school detention.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



Cashless Catering

It's simple, safe and convenient and your child no longer needs to carry cash into school. My Child At School (MCAS) allows parents to pay quickly and securely for school meals, trips and activities, music lessons and fees. You simply top-up your child's account online by debit or credit card. Your balance can be used immediately to pay for any of your children's items at school.

Our cashless catering system incorporates the latest biometric fingerprint recognition technology and eliminates the need for students to carry cash throughout the day. Any amount of money can be paid into a student's account via the MCAS system (you will receive your login details before September) and any money spent on food and drink will be deducted on a daily basis. Initially a daily 'spend limit' of £5 will be programmed into the system and, if parents wish, this can be increased or decreased for individual students by making a written request to the school. Please note that it is not possible to accept cash payments in school.

Are you eligible for Free School Meals?

If you are in receipt of any of the following, your child may be eligible for free school meals.

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

Applications can be made online via the link below:

[Apply online - Free School Meals - Staffordshire County Council](#)

By claiming free school meals, you can save time and money and make sure that your child eats well at lunchtime. Even if you don't want your child to have the meals, making a claim will help the school as we receive extra funding for each child who is registered for free school meals.



Lost Property

When students come to the school, we request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at reception. If a student loses any items, they should ask at the reception if it has been found.

Named items will be returned to students via Tutors; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings are named. Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

Medical Concerns

Any important medical information about your child must be included on the Pupil Admission Form, including details of any medication students are taking. Students with complex medical needs may require a Medical Health Care Plan, which will be written in collaboration with families. We request that all families inform the school promptly of any changes to students' medical needs.

Unless stated within a care plan, students are not permitted to carry medication around school and it must be stored with the first aid team for administration, accompanied by the appropriate parent/carers consents. Further details of this can be found in the First Aid policy on our website.

Mobile Phones & Smart Watches

We have a 'see it, hear it, take it' mobile phone policy, which will result in mobile phones being confiscated if they are seen or heard on the school site. This includes smart watch notifications which are seen as an extension of a mobile phone. If students bring mobile phones to school, they must be switched off and kept in students' bags and not used at all during the school day. The first time a student's mobile phone and/or smart watch is confiscated it will be returned to the students at the end of the school day. If a repeated infringement occurs, parents/carers will be asked to come and collect the confiscated mobile phone/smart watch.

If a student needs to make contact with home, they are allowed to use the phone in reception.

The school accepts no responsibility for the safety or security of the above equipment.



Autumn Term 2025

Inset day: Monday 1st September

Inset day: Tuesday 2nd September

Term Starts: Wednesday 3rd September

Holiday: Monday 27th October – Friday 31st October

Term Ends: Friday 19th December

Holiday: Monday 22nd December – Friday 2nd January

Spring Term 2026

Term Starts: Monday 5th January

Holiday: Monday 16th February – Friday 20th February

Term Ends: Friday 27th March

Holiday: Monday 30th March – Friday 10th April

Summer Term 2026

Term Starts: Monday 13th April

May Day: Monday 4th May

Holiday: Monday 25th May – Friday 29th May

Term Ends: Friday 17th July

Inset day: Monday 20th July

Holiday: Tuesday 21st July – Monday 31st August

Two additional inset days to be confirmed during the academic year.



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