



Parent Handbook

2016/2017

Welcome to St. John's Primary School

May I extend a warm welcome to you and your child.

St. John's is a Church of England Voluntary Controlled Primary School close to the town centre. The school is linked to St. Luke's Church and has a very positive relationship with the worshipping community there, many of whom work in school on a voluntary basis.

Our aim is to provide a secure, happy environment 'where children flourish' through appropriate support and encouragement. This positive ethos is central to the school's Christian values. To ensure our children understand the importance of respect and leave school fully prepared for life in modern Britain, we endeavour to promote the basic British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different faiths and beliefs.

This Welcome Booklet aims to answer the frequently asked questions, in addition to giving further details of the day-to-day running of the school.

I very much look forward to meeting you and getting to know your child.

Juliette Moxham

Headteacher

FREQUENTLY ASKED QUESTIONS

How do I choose the right school?

You are advised to look round a few schools in your local area and decide which one feels right for you and your child. Admissions to our Reception class are allocated by the Local Authority in line with its Admissions policy. The Authority will send a preference form to your home address during the Autumn term and a place is offered (if available) during the Spring term. The school normally admits children in September who will be five years old by the following 31st August.

What happens once a place has been accepted?

Children starting their school education for the first time are invited to attend a pre-school group. This usually meets one afternoon for a couple of weeks during the Summer Term and enables the children to become familiar with the layout of the school. It is also an opportunity for them to meet their teacher and teaching assistant and their future peer group.

An open evening is also arranged in June so that new parents can meet the staff and governors and find out more about the induction process.

The Reception Class children normally start school in the September term one day after the school calendar start date. On this day, Reception pupils with siblings start at 8.55am and pupils without siblings start at either 9.15am or 9.45am. You will be given the choice of opting for a full day or half day; if you opt for the half day, it is important to make this clear to the class teacher in advance. You will then be able to collect your child at 12.15pm.

Is there a school uniform?

Yes, we feel that it is important for children to have a sense of belonging to the school community.

The school uniform can be ordered direct from our supplier, PMG Schoolwear. The service is straightforward and simple to use; you can order items of uniform in the following ways:

- by internet www.pmgsschoolwear.co.uk
- by phone 0800 404 6644 option 1 for Customer Services from 8am to 5pm, Monday to Friday.
- Orders are sent by Royal Mail 1st Class post and the customer is charged by weight of the parcel.

If you are unsure of sizes, samples will be held at the school for you to try before ordering.

PMG Schoolwear do not offer free returns for exchanges. Size samples are provided at the school to ensure the correct size is ordered.

Name tags are not free of charge but they are available to purchase in packs of 50 for £4.99.

The Winter and Summer uniforms are as follows:

Winter - Grey trousers/skirt/pinafore dress
Yellow polo shirt
School sweatshirt
If your child comes to school in boots they must change into school shoes on arrival at school

Summer - Blue and white or yellow and white checked or striped dress
Blue Cardigan
Grey tailored shorts with the above top
Black shoes

PE and Games Lessons

- i) A pair of pumps or plimsolls
- ii) Shorts - navy
- iii) T-shirt - white
- iv) Football boots/waterproof trainers (Junior children only)
- v) Socks (Tights and leggings are not suitable for PE)

Junior children may wish to have a tracksuit.

Each child needs a labelled bag in which to keep their kit. This is to be kept in school throughout the term.

Jewellery

If your child has pierced ears, small, stud earrings may be worn. Children are generally permitted to wear religious symbols representing their religious belief as long as it is unobtrusive. Otherwise children should not wear jewellery of any kind. To prevent injury during P.E. lessons, children who wear religious symbols around their necks or wrists and children with pierced ears must remove them or use elastoplast.

How will I find out about the progress of my child?

There are two formal interviews arranged between parents and teachers, one in the Autumn term and one in the Spring term. A written report is provided during the Summer term. If your child receives SEN support, you will be invited to attend a review meeting twice yearly.

How much homework will my child be expected to do?

We very much hope that homework reinforces what your child learns in school and generally encourages independence. Reception children begin homework in the form of sharing their reading book at home.

By the end of Year 2 this will include spellings and occasional maths work for approximately 10-15 minutes a day. By the end of Year 6 children will be expected to allow 30 minutes a day for homework on a variety of subjects in addition to the completion of an extended study of a topic of their choice.

What is the behaviour like at school?

We expect high standards of behaviour and consideration for other people. The Code of Conduct at St. John's is based on common sense, and is designed to encourage children to develop self-discipline.

What extra curricular activities are available?

There are several activities which take place either in the lunch hour or after school. These activities depend on the interests of the teaching staff and pupil support.

Activities may vary therefore from year to year, but in the past have included clubs for Art and Craft, Gymnastics, Library, Nature, Recorders, Chess, Choir, Football, Cricket, Netball, Country Dancing, Short Tennis, Model Aircraft and Cooking. Cycling Proficiency training is usually offered to Year 6 children.

In addition, from time to time, we offer fee-paying clubs from outside agencies such as Football, Judo, Dance, Gymnastics, Music etc.

Is there provision for out of school care?

Yes, there is an independently run club called "OSCA" which provides a reliable childcare service at a reasonable cost, both in the morning from 8am-8.45am, and in the evening from 3.15pm-6pm.

It offers a wide variety of interesting activities (from sports and games to arts and crafts) as well as providing a friendly and relaxed atmosphere so that children can unwind after a full day at school.

FURTHER INFORMATION ABOUT THE SCHOOL

Governing Body

The full Governing Body meets at least six times per year. There are four committees formed by the Governors; Staffing and Finance, Premises, Curriculum and Vision and Values which meet regularly and report to the whole Body.

Status	Church of England Voluntary Controlled Primary School for Girls and Boys aged 4-11 years.
Chair of Governors/ LA Governor	Mrs S Morris
Vice Chair / Co-Opted Governor	Mrs H Roach
Ex officio Foundation Governor	The Revd P Wheaton
Co-Opted Governors	Mr R Marshall Mr J Ramsden Mr A Brown Mrs L Reynolds Mr M George
Parent Governors	Mr D Clark Mr A Bolas Mrs A Mayhew Ms C Simpson
Foundation Governors*	Mrs M Bristol Mr S Barton
Staff Governor	Mrs A Snow
Head Teacher	Mrs J Moxham
Deputy Head Teacher/ Associate Governor	Mr A Brown
Clerk to the Governors	Ms G Wright

*The Foundation Governors are appointed by the Gloucester Diocesan Board of Education after consultation with the Parochial Church Council. (PCC) of the Parish of St Luke and St John. Foundation Governors are people who are:

- Communicant members of the Church of England or members in good standing of another Christian Church who are recommended to the Diocese by the PCC.

- Interested in the school and the welfare of the pupils and staff and prepared to attend governors' meetings and serve on committees.
- Prepared to keep themselves informed and up to date by visiting the school, by reading reports, undergo training and attend meetings.
- Prepared to make the governorship of the school their priority.

Staff

Head Teacher	Mrs J Moxham
Deputy Head	Mr A Brown
Class Teachers	Mrs H Calder Mrs T Cupit Ms F Griffiths Ms C Meakin Mrs T Ralph Miss H Sanders Mrs D Seabrook Mrs L Burns
Intervention Teacher	Mr A Brown
PPA Teachers	Mr M Allison Mrs A Snow
Acting Inclusion Manager	Mrs D Kimber
PSA (2 afternoons)	Mrs D Kimber
Peripatetic Music Teacher	Miss P Ginns (Violin) & (Keyboard)
Office Manager	Ms G Wright
School Administrator	Mrs M Baltyn
HLTA	Mrs S Russell
Teaching Assistants	Mr M Allison Mrs D Bearman (SEN) Miss E Russell Mrs A Snow (Closing the Gap) Mrs C Gibbard Mrs K Levermore Miss A Price Mrs L Wynn
Intervention TA	Miss S Morrow
Caretaker	Mr M Little
Cleaner	Mrs C Bloxsome
Lunch Supervisors	Mrs C Bloxsome Mrs S Krori

Staff Year Groups

Year	Teacher	TA
Reception	Ms F Griffiths	Miss A Price
Year 1	Mrs T Ralph	Mrs L Wynn
Year 2	Mrs L Burns	Miss S Morrow
Year 3	Mrs D Seabrook	Mrs C Gibbard
Year 4	Miss H Sanders	Miss E Russell
Year 5	Mrs T Cupit (Mon-Tue-Wed am) Mrs C Meakin (Wed pm-Thu-Fri)	Mrs K Levermore
Year 6	Mrs H Calder (Mon-Thu am) Mr A Brown (Thurs pm- Friday)	Mr M Allison

The Parent Forum

The Parent Forum meets regularly and aims to develop a strong home/school partnership in a number of ways, including:

- seeking the views of parents
- open dialogue with the members of the Leadership team on a range of issues

Two parents from each Year group are invited to act as Parent Forum representatives for parents in their year.

Parent Teacher Friends Association

All parents automatically become members of the Association. The committee selected each year at the Annual General Meeting held in October, is representative of each age group and the teaching staff. The programme of events is planned by the committee and this includes fund raising activities to benefit the school as well as other meetings and social activities to interest parents.

The PTFA is a member of the National Confederation of Parent/Teacher Associations:

PTFA Chair	Miss Z Forbes
PTFA Secretary	Miss T Doolin
PTFA Finance	Mrs L Bolas

The School Day

ALL children should be in the school playground at least five minutes before school commences. The school gates open at 8.45am and while there is a member of staff on duty, parents are responsible for their child/children until the whistle at 8.57am.

Morning Session

Whistle blows	8.57am
School commences	9.00am.
Normal time of closing	12.15pm

Afternoon Session

Whistle blows	1.13pm
School commences	1.15pm
Normal time of closing	3.15pm

Collection of Pupils after School

It is the responsibility of parents/carers to make provision for his/her child's travel arrangements home at the end of the school day. However, we would expect that all infant children are collected by an adult. Should you wish your child to be accompanied **solely** by a brother or sister of junior age, or wish a junior child to walk home alone, please let us know in writing. *The Headteacher will actively discourage pupils in Year 3 and Year 4 from walking home alone.* We would also ask that you let us know in advance of any change to normal collection arrangements. In the event of lateness for collection, the child will be kept safely in school until parents/carers or another relative can be contacted to collect your child.

Car Parking

Concessionary permits for St. James' Street Car Park are issued by the borough council via the school office for a small annual charge. The permits are issued quarterly in October, January, April and July.

School Lunches

We provide hot school lunches at St. John's. Reception, Year 1 and Year 2 children are entitled to a free hot school lunch. In order to facilitate this, a **Free School Meal Registration Form** must be completed and returned to the school office. The parents of junior pupils pay for hot school lunches through ParentPay, our on-line e-payment service. Full details of this will be provided in term 6 of Year 2. Children who do not have a hot school meal bring their own lunch box to school.

Snacks

For a mid-morning break snack we suggest your child brings fruit or raw vegetables. Crisps are permitted on Fridays as a treat. Please do **not** send sweets.

We provide Reception Class, Year 1 and Year 2 children with free fruit and vegetables for their daily snack.

Milk is provided free of charge for under 5 year olds, after which it is subsidised. You can register for either free or charged milk in the following ways:

- by internet www.coolmilk.com
- by telephone 24 hours a day on 0800 321 3248
- by post (copies of the form are available in the school office)

Meeting with Staff

There are three ways in which we provide opportunities for you to meet staff and discuss your child's progress:

1. There are opportunities when formal interviews are arranged between parents and teachers.
2. Staff members are always available after school for a brief discussion BUT ...
3. If you wish to discuss your child's progress at length then please ask for an appointment so that we can devote enough time to a full discussion.

If your child appears to be worried or concerned about any aspect of his/her life at school, or you think there is something we should be aware of, please get in touch with the appropriate member of staff at once. Often a brief conversation with the teacher can clear up a child's worry quickly, and help us to deal with the problem in the most appropriate way.

Discipline

The school aims to create a well-ordered community by the exercise of self-discipline and respect for others. Our outstanding Pastoral Care and promotion of Christian Values goes some way towards achieving this. In addition, children are expected to observe the following code of conduct:

- All children are expected to respect their teachers, other adults and fellow pupils
- All children are expected to respect their own and other people's property and to take care of books and equipment
- Children are asked to be well-behaved, well-mannered and attentive
- Children should walk (not run) when moving around the school
- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter
- Physical violence is not acceptable, neither is retaliation. Repeated or serious incidents will lead to exclusion
- Foul or abusive language must not be used
- Children are expected to be punctual
- Children must not bring sharp or dangerous instruments to school, or any item that might cause a problem

This code of conduct has been formulated with the safety and well-being of the children in mind, and to enable the school to function efficiently as a place of learning.

Safeguarding

Everyone in the education service plays a part in keeping children and young people safe. Creating a safe learning environment, identifying pupils who are suffering or at risk of harm and then taking appropriate action are vital to ensuring children are safe at home and at school.

Children should use the gated side entrance to the school (by St. James' Street car park) on arrival in the morning and at the end of the day.

During the day this gate is locked.

We require all visitors to use the main entrance on Albion Street and to sign in at the School Office. This includes parents coming into school during the day for whatever reason. We have entrance limitation in operation for security reasons. There is a buzzer intercom in the entrance foyer which is linked to the School Office.

Health Concerns

Parents are expected to inform the class teacher about any health problems a child may have, otherwise it will always be assumed that a child can take part in all aspects of the educational activities designed for the pupils.

First Aid

There are four First Aiders to render first aid and three to administer medicines.

Administration of medicines

Painkillers:

General aches and pains will only be managed using 'over-the-counter medications' i.e.: Calpol. This must be presented in sachet form only where possible. An intact entire box, including the guidance leaflet, must be supplied in order for any medication to be administered. Please ensure any box is clearly labelled with your child's name and has an adequate expiry date.

Allergy Treatments:

Any medication to treat the symptoms of hayfever or mild allergic reactions must be supplied, preferably in liquid form. Piriton is the preferred medication. Please supply a labelled bottle in the original box with the guidance leaflet and ensure an adequate expiry date.

Inhalers:

All children who require an inhaler whilst at school must have a care plan for its planned use, which is agreed between the staff, head teacher and parents/carers. If your child currently uses an inhaler, please inform the class teacher and arrangements will be made to draw up a care plan with you. It is encouraged that, where possible, children self-administer inhalers and keep them easily accessible, i.e. in a book bag or pocket. A record of use will be maintained in co-operation with the child. Please supply all inhalers labelled and boxed with the guidance leaflet and ensure an adequate expiry date.

Eye Drops/Ear Drops/Topical Creams:

These must be supplied boxed, labelled and including the guidance leaflet.

Prescription Medications:

Prescription medications i.e. antibiotics will be administered in school only if absolutely necessary eg. if medicine needs to be taken 4x daily, or for ongoing long term medical condition. The local authority considers that medicine that needs to be taken 3x daily can be managed at home.

In agreement with the school, the prescription medications must be presented in the original packaging that clearly states the name of the child, the name, address/tel number of the dispensing pharmacy, the dosage and frequency required and the expiry date of the medication. Medications in the wrong containers will not be administered. We will endeavour to administer the medicine to your child at lunch time.

Staff Handling/Administration of All Medications:

No medication of any sort will be administered unless a consent form has been completed by the parent/carer. These are available from the School Office. Verbal request/permission is not acceptable at any time.

Under no circumstances, with the exception of asthma inhalers, should any medication be 'sent in' to school with your child, in a lunchbox/book bag etc. Please hand all medications directly to the School Office, with a fully completed consent form. All medications should be collected at the end of each term.

Emergency Medication Arrangements:

If your child has any allergies or medical/medication needs, please inform the class teacher as soon as possible.

Infection Control In School:

The school should be informed of any confirmed cases of German Measles (Rubella) or Chicken Pox among pupils so that we may advise any possible contacts who may be at risk.

In accordance with DCSF guidelines we would ask that in the event of your child contracting diarrhoea and/or vomiting, that you allow a period of 24- 48hrs following the last episode, before returning your child to school.

Absence and Illness

Whenever a child is absent parents are asked to ring the school office before 9.00am or send a brief note to the class teacher giving the reason for the absence. Unexplained absences will always be followed up.

Parents are discouraged from taking their children out of school during term time, but where this is unavoidable, request forms are available in the School Office.

In case a child is taken ill at school and needs to go home, parents/carers who are working **MUST** arrange for a relation or friend to be responsible for their child. **Parents/Carers must provide their work**

telephone number as well as the name and telephone number of the person who may be contacted in an emergency.

Children with Disabilities

The school welcomes children with disabilities. Parents are encouraged to visit the school and ensure it can offer appropriate provision prior to admission. We have a policy for Equality of Opportunity to prevent disabled children being treated less favourably than other children. We currently have an infant and junior entrance with ramps to assist access to the school by children with disabilities. We also have a disabled toilet. Any future changes to the fabric of the building will be undertaken in line with our policy for increasing access to the school by children with disabilities.

Special Educational Needs

The school welcomes children with special educational needs, subject only to it being reasonably practicable for appropriate provision to be made. A register of children with special needs is maintained by the Inclusion Co-ordinator. Children with special educational needs are taught in mainstream classes and the necessary support is provided on an individual basis – either in the classroom or by special tuition.

Emergency Closure

School closure information will be detailed on the school and Gloucestershire Local Authority website and broadcast by local radio.

We are asked to request that under no circumstances should parents telephone direct to Severn Sound or Radio Gloucestershire for information about individual school closures.