



St John's C of E Primary School

Together we grow stronger



Parent Handbook 2018

School times and access – The link corridor doors open at 8.40am and the doors are closed at 8.55am. Registration begins at 8.50am and closes at 8.55am as lessons start at 9am. Please be aware that if your child arrives after 8.55am they must be signed-in at the reception desk as they will have missed the morning register. Late arrivals are classed as an unauthorised absence. The last lesson ends at 3.15pm with the doors open at 3.15pm ready for parent collection. Pupils are usually all out by 3.20pm.

Sickness/Absence – On the day of absence, please telephone on (01985) 213446 and leave a message giving child's name, class and reason for absence. If your child has a stomach bug please keep them off school for the recommended 48 hours from the last episode of vomiting/diarrhoea. If your child has a medical appointment, please could you bring a copy of the letter into reception, so we can take a copy and record the absence as authorised. If your child is not feeling 100% but does not have other symptoms it is worth sending them in to school but letting the staff know – usually they get better once settled in school, but we keep a close eye on those who have been identified to us by the parents.

Payments – Payments can be made via WisePay, an online system, you will be given a password and instructions. Alternatively, you can pay by cash or cheque at the school office, cheques made payable to Acorn Education Trust. Envelopes, with payment, can be left in the secure black post box located inside the reception area.

Dinners - Please ensure you return meal order forms by the requested date. If you think you might qualify for free school meals, please speak to the school office. Please be aware that all infant age children are entitled to a 'Universal Infant Free School Meal', however the school can get extra funding to help your child with their learning if you also qualify for Free School Meals (please complete the form's if this is the case). Menus are emailed out periodically, ordering and payment can be made via the WisePay system.

Uniform – Green Polo shirt (logo or not-logo), Green School logo School jumper or cardigan, dark grey or black (preferably black) trousers or skirts, black or dark grey or white socks, gingham green summer dress, black school shoes. No jewellery other than small studs are allowed (unless medical). Watches /fitbits are allowed. Small hairbands / scrunches / bows are allowed and please try to keep to black, white or green. Polo shirts/jumpers/cardigans/PE shirts can be purchased from Scholars in Warminster. The PE kit is black shorts or plain black tracksuit bottoms / leggings, green PE t-shirt and a plain black sweater / fleece /zipper (not hoody), trainers or daps. For PE all long hair must be tied back and all earrings must be removed. PE Kit should be in school every day. Please ensure that all items of clothing/book bags/shoes/daps etc are marked clearly with your child's name. If marking with pen, please check regularly that this has not worn off. If your child's uniform is labelled it will invariably make its way back to your child, even if another child goes home with it by accident. But if your child's uniform is not labelled it will go to 'lost property' inside the foyer. This can get expensive for some parents!

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Behaviour – Our Behaviour Policy (see the school website) has been written in conjunction with staff and pupils. It is clear, consistent, and applied without prejudice. There will times when you may feel that it seems a little harsh, but the consistency of the application of the policy is to ensure that children are safe, learn to the best of their potential, and develop the essential life skills of good values / good relationships / community / respect / self-discipline & responsibility. We expect parents to support the school with the application of the behaviour policy and our home-school agreement reflects this.

Bookbags – Can be purchased from school reception at a cost of £5.50. A child's bookbag acts as a mailbox and should be checked daily and be in school every day.

Holiday/Absence Requests – Absences may only be authorised at the discretion of the Head Teacher in exceptional circumstances (immediate family wedding / funeral, major representational event, religious ceremony, parental occupation deems holidays cannot be taken during school holiday – in which case a letter will be required from your employer. A leave of absence request form is available from the school reception.

Breakfast Club - We run a breakfast club each morning from 8am at a cost of £3.50 per day. Bookable in advance via the WisePay system.

Non-residential Parents – If your child has a parent not residing with them who would like to be involved in their child's education, please let us know.

Communication – We will communicate with you via Parentmail, the home-school Link-Log, face to face with teachers and staff, through specific letters, at meetings. Information is also provided on the display board near the link corridor entrance, in the display cabinet at the front of the school, and via the headteacher headlines. We issue termly 'learning webs' so you know what your child is learning that term and diary dates at the start of the year.

Data Collection - Keep us in the picture! – Each year we issue parents with the opportunity to provide all the contact & medical information that we require to keep your child safe. Please let us know if there are changes to your contact details, who picks your child up and family circumstances. We want to ensure that your child is safe and happy.

General Data Protection Regulation - St John's Primary School is compliant with the General Data Protection Regulation, which means we seek your specific consent to use data we hold for the purposes as detailed within the Privacy Policy on the School website.

Assessment of pupils / Reporting pupil progress – Teachers assess pupils in each lesson, across the week, across the unit in what we call formative assessment. At the end of each term children are assessed more formally. Teachers record their judgements against National Standards. These assessments are reported to parents 3x per year: An Autumn Term parent / teacher consultation; a Spring Term parent / teacher consultation; an End of Year Report. On these occasions we also report about your child's pastoral development (socially, emotionally).

Home-School Agreement / Code of Conduct – Each year we issue the home-school agreement / code of conduct to enable each member of our community to work together in the best interests of the children. Please ensure you sign and return this each year.

School Vision – Together we grow stronger: in our hopes, hearts and minds - so that we may 'soar on wings like eagles, run and not grow weary, walk and not be faint'. (Isaiah 40:31)

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School Mission –

Our mission is to create an inspirational learning environment underpinned by the Christian Faith so that everyone can become the best they can be, as together we:

Strive for success, learning to love our challenges

Trust and keep each other safe

Joyfully build memories out of moments

Offer opportunities for all to blossom as unique and special

Help and understand each other

Nurture and develop skills, courage and creativity

Stand united in hope to transform all that we can.

School Values – Here at St John's we teach a range of 'values for life' but our core values are listed below in what we call 'The St John's Way'. These are the way we conduct ourselves, the way we expect our children to behave, the way that we wish to be.

The St John's Way

Together we grow stronger: in our hopes, hearts and minds, through:

RESPECT: *as we respect everyone equally, caring for all of creation*

LOVE: *as we are gentle and loving to one another and have a love of learning*

TRUST: *as we trust in God and become trustworthy global citizens*

JUSTICE: *as we are just champions of fairness, forgiveness and equality*

FRIENDSHIP: *as we nurture rewarding and enduring friendships*

HOPE: *as we challenge ourselves to be the best we can be*

HEALTH: *as we make safe and sensible choices, mindful of our happiness*

PRIDE: *as we practice excellent learning powers.*

Shared definition of Spirituality - St John's School defines spirituality as growing stronger together by looking within and beyond ourselves to embrace and transform all our futures.

The Family Tree – every parent / grandparent automatically becomes part of our Parent Teacher Association that we call our Family Tree. Please look out for messages from them regarding fundraising events. The Family Tree fundraising provide annual 'treats' for the children such as Christmas presents, easter Eggs, visits to a panto, as well as the annual Y6 Legacy Project. In the past they have paid for the bike shed, the reading tree, and additional resources for pupils to use in their learning. For fundraising there are non-uniform days, Christmas card creations, summer term ice-cream shops, as well as lovely events such as mother's & father's day gift shops, disco's, fayres, quiz nights. Please support their fundraising events and if possible offer to help out on at least one of them a year – without your support none of this would be possible.

The Curriculum – we deliver the National Curriculum, as laid out by the Department for Education. This aims to provide a broad and balanced curriculum. Of course, educational outcomes of standards in Reading Writing and Maths are how Ofsted grade a school and here at St John's we aim to provide excellence in these core subject areas. However, we also aim to provide a rich and varied relevant curriculum covering languages, PE, RE, PSHE, Humanities, Art&DT, Computing, Music and Science. We are especially proud of our PSHE that focuses on mindfulness and healthy relationships, our specialist provision in PE and Computing, our RE that delivers 'Understanding Christianity', our focus on creativity for the arts and music and our passion for delivering excellent Science. Our Phonics programme follows the national Letters & Sounds approach to synthetic phonics. We also believe that our enrichment of the curriculum through trips, class productions, wider sporting opportunities, pupil voice and leadership is an essential extended curriculum. Finally, woven through all that we do in the curriculum and beyond is our commitment to our core values (The St John's Way) that encourages and develops the whole child and their lifelong love of learning – in order to help each child become unique and special.

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Special Needs – If your child has special needs our dedicated team will support them under the expert co-ordination of our SENCO. Please liaise with our SENCO with regard to such needs.

Acorn Education Trust – St John's is part of the Academy group of schools called the Acorn Education Trust. The Trust provides support services, support and challenge for the school leadership. A group of schools has an Executive Headteacher who provides support and challenge for the school leadership. There is a CEO for the whole trust who sets the educational long term vision and strategy of the trust. The Trust is run by a board of directors.

St John's Academy Council – We have a local governing body (called an Academy Council) of members (previously called governors) elected from local business, parish, staff and parents who support and challenge the leadership of the school and liaise closely with the Acorn Education Trust

Helping your child – Please ensure you follow the advice issued in the home-school agreement: supporting the school, speaking positively about the staff and school, communicating any changes, reading 4x a week with your child, helping them with their homework, taking an interest in their learning and praising them at every opportunity. Top Tips are issued at the start of each year.

Homework – Every child will receive a weekly set of spellings and mental maths to practice. please try to practice these every day for 5minutes each. On top of this for half of each term each child will be encouraged to produce a learning log (details will be issued with the learning log). The other half of each term KS1 children will receive a piece of personalised practice homework for either English or Maths, and KS2 children will receive a piece for both English and Maths – these are based on the Personal Pupil Targets (PPTs) for each child. Y6 will receive targeted SATs homework.

Reading at home – we do not see daily reading as part of homework – rather as both a necessity and a privilege for parents. Please read at home with your child for at least 3x per week aiming for 5+.

Raising a concern – please raise concerns / worries with us as soon as possible to avoid them becoming more significant issues. The flow chart is as follows: Teacher – Headteacher – Chair of Governors – Executive Headteacher – CEO – Board of Directors – Ofsted.

Complaints – most issues can be resolved through talking, but you may wish to write a letter as well. You are required to follow the flow chart as follows only moving to the next stage if you are unsatisfied with the response and actions taken at the previous stage: Teacher – Headteacher – Chair of Governors – Executive Headteacher – CEO – Board of Directors – Ofsted. Full details of our Complaints Policy can be found on our website.

Safeguarding – Your child's safety is our top priority and we will take our responsibility seriously. Staff complete 'Welfare Concern' forms if they have a concern regarding a child's behaviour, appearance, welfare. This may lead to the Headteacher requesting a safeguarding meeting with yourself, or external involvement from other agencies such as Social Services or the Police.