



**Prospectus
2017-2018**
www.hovetonstjohn.co.uk



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Dear Parents

I would like to welcome you to St. John's Community Primary and Nursery School, and hope that the information contained within our Prospectus helps give you some insight into our school.

I am extremely proud to be Head teacher of this happy and successful school. All the staff at St. John's strive to make this a special place to work, learn and play. I believe that the school offers all of its children an excellent education, full of exciting opportunities, challenge and interest. As a result our children make good progress, experience success and are happy and secure individuals.

We pride ourselves on the supportive relationships that exist between the members of staff, our parents and their children. Close home/school links are vital to a pupil's on-going success. We actively encourage parents to become fully involved in the school. My role as Headteacher is to support that link and to be available whenever parents have concerns.

Happy children who enjoy coming to school are most receptive to learning. We ensure that our curriculum is stimulating, challenging and well planned. Standards in literacy and numeracy are good and these subjects are part of our exciting broad balanced curriculum.

Many lessons are rooted within the term's topic. A topic-focused curriculum is effective as it supports young children in making links between learning. We also have a wide selection of visitors involved in school helping to broaden the children's experiences

We know it is essential that children feel secure, safe and settled and we start supporting this even before the children start school through a carefully planned induction process. Children who join us, as late entrants are welcomed and great care is taken to help them establish relationships with other children.

I hope you find this guide to our school useful, but may I remind you that we are always happy to meet and speak with you personally. We pride ourselves on the warmth of our welcome and the friendliness of our approach because it is in working together that our children will flourish and grow.

Rebecca Quinn

Headteacher

**ST. JOHN'S COMMUNITY PRIMARY SCHOOL,
HOVETON.**

SCHOOL INFORMATION BROCHURE

Head teacher	Mrs. R. Quinn
Chair of Governors	Mrs. R. Buxton
Secretary	Mrs. S. Steele

- Name and address of School. St. John's Community Primary School,
Horning Road, HOVETON,
Norwich, Norfolk, NR12 8NX.

Telephone Number. 01603 782520

Fax Number 01603 784051

E-mail address office@hoveton-st-johns.norfolk.sch.uk

Web-site www.hovetonstjohn.co.uk
- Classification of School. The school is a day co-educational
Primary School with Nursery,
having children of the ages
rising 5 to 11 in the main building, and
ages 3-4 in the nursery unit.

St. John's opened in 1972 and formed the First Phase of a proposed 480 place Middle School. Wroxham, Hoveton and Horning Primary Schools were re-organised to become First Schools. Over the years conditions have changed and now St. John's is a Community Primary School, with a Nursery Unit, catering for children aged 3 to 11.

The School Building

This consists of six classrooms arranged in pairs, with access from wide corridors, one outside 'mobile' classroom, a purpose built nursery unit, Inclusion Room, a library, two main cloakroom areas with toilets, a separate cloakroom for Years R and 1 children, a staff room and a resource/admin room. We also have a mobile which is home to our after school provision. On the upper level there is a multi-purpose hall with P.E. store and kitchen, a teaching resources room and secretary's offices and a reception area. Outside we are fortunate in having a hard-surfaced playground, Foundation Stage enclosed areas with safe surfaces, a decked quadrangle and a superb playing field with wildlife garden and copse

THE GOVERNING BODY

Name	Type of Governor
Mrs. R. Buxton	Co-Opt
Mrs. J. Evans	Co-Opt
Co-Opt	
Rev. L. Jump	Co-Opt
Mrs. K. Lynch	Co-Opt
Mrs. P. Mantle	Co-Opt
Mrs. K. Pitcher	Parent
Ms. R. Quinn	Staff
Mrs. A. Roberts	Staff
Mr. T. Stevenson	Co-Opt
Mrs. S. Suckling	Parent
Mr. K. Webster	Community
Mrs. P. Whipp	Community
Mrs. A. Zamorski	Parent
Mrs. K. Highstead	Clerk to the Governors

TEACHING STAFF

Name	Responsibilities
Ms R. Quinn	Safeguarding, Head teacher
Mrs. E. Farrow	Nursery and EYFS
Mrs. S. Ovel	Reception, DT/Art
Mrs. S. Hands	Year 1 and phonics lead.
Miss. V. Gittins	Year 2, Music and Science
Miss. J. Sewell	Year 3, English and PE
Mr. T. Weal	Year 4, Mathematics
Mr. D. Board	Year 5, Computing
Mr. M. Copping Deputy Head teacher	Year 6, Assessment
Mrs. R. Abramson	SENCO
Madame. P. Lezé	Modern Foreign Languages
Mrs. B. Bucklee	Key Stage 2 PE

SUPPORT STAFF

Name	Responsibilities
Mrs. S. Adam	Caretaker
Mrs. J. Allen	Teaching Assistant
Miss. C. Baker	Teaching Assistant
Miss. P. Beato	Midday Supervisor
Mrs. D. Bindley	Midday Supervisor
Mrs. B. Bucklee	Teaching Assistant
Mrs. E. Christmas	Midday Supervisor
Ms. D. Cross	Midday Supervisor
Mrs. J. Cushion	Counsellor
Miss. A. Eke	Teaching Assistant
Mrs. L. Graham	Teaching Assistant
Mr. E. Halliday	Teaching Assistant
Ms. C. Howes	Teaching Assistant
Madame. P. Lezé	Teaching Assistant
Mrs. S. Moll	Teaching Assistant
Mrs. D. Popey	Teaching Assistant
Mrs. J. Powley	Teaching Assistant
Mrs. A. Roberts	Teaching Assistant
Mrs. G. Smith	Teaching Assistant
Mrs. S. Steele	Secretary
Miss. K. Sutton	Teaching Assistant
Mrs. E. Watts	Finance Officer

Aims and Values of our School

The Staff and Governors of St. John's C.P. School are committed to enabling all children to become lifelong learners and to acquire the attitudes, confidence, skills and knowledge to become resilient citizens within the community.

In order to achieve this, we aim to:-

- Provide a creative and personalised curriculum enabling all pupils to achieve their potential.
- Provide a safe and nurturing environment in which children's emotional well-being is of the utmost importance.
- Provide a wide range of rich and varied experiences which will raise aspirations and encourage enquiring minds.
- Establish purposeful and open relationships with parents.

The values we wish to develop in our children are:-

- A determination to do their best in all aspects of school life.
- Self-respect and self-esteem.
- Respect and understanding of others, including their beliefs, values, opinions and property.
- That good manners and acceptable social behaviour are important at all times.
- An understanding of healthy living.
- Recognise the importance of healthy and respectful relationships.

In order to develop these aims and values, it is expected that the staff will:-

- Respond with sensitivity, care and confidentiality to the pastoral needs of all children.
- Value the partnership between school and home ensuring all people with an interest in school are effectively involved in school life.
- Provide a stimulating learning environment which encourages independence.
- Provide a child centered curriculum which motivates and ignites a passion for learning.
- Use assessment to ensure improved outcomes for all children.
- Contribute fully to all aspects of school life and embrace professional development.

Parents considering sending their child to St. John's are warmly encouraged to view the school. Please telephone the school office to make an appointment.

Admission Policy

Admission Policy age 3+ (Nursery).

- Children may be admitted into nursery class at the beginning of the term following their third birthday, if a place is available.
- Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, children may start mid-term.

If there are more applications for places than there are places available, the school will give preference to children living **nearest** the school according to the following criteria in this order of priority:

1. Children with a statement of Special Educational Needs/EHCP naming the school or who are LAC.
 2. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
 3. Children who live within the designated area and have no brother or sister attending the school.
 4. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
 5. Children living outside of the designated area and have no brother or sister attending the school.
- Admission into the Nursery will not constitute an admission into school and confers no right to such a place. This will be made clear in all the information provided for parents regarding admission into the Nursery.

Admission Policy age 4+ onwards

As a Community School we follow the Norfolk County Council policy for first admissions to school which is as follows:

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

Our admission policy allows children to start school earlier than the law requires. However the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

If you have any queries about an application for a place at St. John's C.P. School please contact the School Secretary.

If you have any queries about the admissions process please either contact the Headteacher at the school or Norfolk County Council Education Department on 0344 8008020.

Admissions for children with disabilities

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability he or she will be treated no less favorably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan (available from the school office and via the school website) describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised regularly. This policy is available from the school office and is on the school website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for effective partnership between home and school to take place, we anticipate that parents will want to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of it.
- Provide the information school needs to plan effectively for the child to be a full member of the school community.

- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community.
- Recognise the importance of school and home working in partnership.

Attendance and Punctuality

Punctual and regular attendance is essential if pupils are to reach their full potential.

Registers are taken twice a day and lateness and absences are recorded.

It is important that you inform the school on the first day of any absence. We have to state whether absences are authorised or unauthorised on each occasion. Authorised absence covers sickness and medical appointments. Any unknown absence will be followed up on the first day of non-attendance.

Parents should give consideration to the effect that missing school may have on their child's academic progress. Holidays during term time cannot be authorised. Parents considering holidays during term time must make an appointment to discuss the leave with the Headteacher.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,
2. Below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at St John's Community Primary School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

Please see the Attendance Policy on the school website for more information.

Sickness Absence

If your child is absent from school due to illness please contact the school on the first day of absence and send a note upon their return to school.

Please do not send your child to school if they are unwell. In the case of sickness or diarrhea, the child should be symptom free for at least 48 hours before their return to school.

First Aid

If children are ill or hurt whilst at school we shall make every effort to contact the parents or their representative.

HOWEVER on some occasions we have been unable to make contact as parents have mobiles turned off or have changed their phone number and not informed school. Please do not cause your child this further distress and ensure you are always contactable.

Basic first aid is applied in school. We have a number of staff that have current four or one day first aid training certificates. If an accident needs hospital attention we will try to contact you first. It is **essential that we have an up to date address and contact number** of whom to contact if necessary. In the event that we are unable to contact you we will act on your behalf. We ask that you sign the form provided at the start of the academic year giving your permission for us to seek medical treatment for your child in the event that we are unable to contact you.

Medicines

The Headteacher or staff can accept no responsibility for the administering of medicines. Very few courses of medication are likely to require medicine to be taken during school hours. If a pupil needs a dose at lunchtime the pupil should return home for this or the parent/guardian should come into school to administer the medicine. When this is not feasible a request can be made for medicine to be administered at school. However where such a request is made it should be in writing and to the effect that the child's doctor considers it necessary for the child to take medicine during school hours. Again, the request should include a written indemnity from the parent in favour of the staff involved in administering the medicine. An appropriate form is available from the Secretary's Office. Parents of children who have long-term complaints should review and update such forms at the beginning of each academic year. Medicines no longer required will be returned to parents for disposal.

It is vital you inform us if your child suffers from any serious allergies.

Health and Safety

Pupils, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d. Use and not willfully misuse, neglect or interfere with things provided for his/her health and safety.

All children should be made aware of the contents of this section.

Special Educational Needs

At St. John's Community Primary School we are determined to meet the educational needs of all our children.

The school caters for the needs of all pupils with special educational needs, with and without an EHCP. All teachers plan, set and mark work which is appropriate and relevant to the individual needs of pupils. The Special Educational Needs Coordinator is responsible for overseeing assessment and provision.

Pupils with Special Educational Needs are encouraged to become increasingly independent and take responsibility within the school.

A copy of the Managing Children with Learning Difficulties and Children with SEN Policy is available on request and is available on the School Website.

If you have any comments or complaints about the special educational provision for your child, or about special educational needs provision generally, please speak to the Headteacher, or to any member of the governing body. If you speak to a governor, she/he will, in the first instance, refer the matter to the Headteacher. If she has not resolved the matter to your satisfaction, it will be referred to the special needs governor, who, with the Governors Teaching and Learning Committee, will consider the complaint at their next meeting and contact you within five school days from the date of the meeting.

Sometimes it becomes apparent that a child has needs of a particular kind that require more support than the school alone can provide. Parents will then be closely involved with us in the process of assessing those needs and obtaining the provision of extra support if this is deemed to be appropriate.

The school has worked successfully for some years now with children who have had statements or more recently EHCP's. Every child is unique and it is important that support and special programmes of work are appropriately designed, monitored and evaluated.

Pastoral Care

Each child is in the charge of a Class Teacher who has the responsibility for his or her well-being. The school also employs a school counsellor who may work with your child individually or as part of a small group. At St Johns we also use THRIVE to support children's social and emotional well being. More information about THRIVE can be found on the school website.

Safeguarding

We take our child protection duties seriously and follow Norfolk's Child Protection Procedures.

It may be helpful for parent/carers to know that the law (Children's Act 1989) requires all school staff to pass on information which raises concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. The staff will seek, where appropriate, to discuss any concerns with the parent/carer, and where possible seek their consent to a referral to social services.

This will only be done where such discussion and agreement seeking will not place the child at increased risk of significant harm.

Schools are encouraged to take the attitude that where there are grounds for concern they should be very cautious, and seek advice from social services, rather than to risk a child's safety.

Occasionally, this duty on headteachers means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility and accept that the headteacher was acting in good faith and in the best interest of all children.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Anti Racism

Ours is a school that does not tolerate racist incidents.

Smoking

St. John's is a non-smoking site.

Behaviour

High standards of discipline are essential for effective teaching and learning. We expect children to behave in a reasonable way at all times, to respect each other and look after the resources and the school building. We aim to encourage and reward good behaviour. Our expectations about behavior generated at the start of every year with the pupils are displayed around the school and support a caring, orderly and secure environment.

Classes regularly discuss appropriate ways to behave in school and each class displays what they have agreed in order to achieve a happy school. Children are taught how to deal with difficult situations.

It is important that the children come to school with a positive outlook, well-motivated to work and able to cooperate and get along with the other members of their class. These aspects of school life will affect their learning as much as the organisation and teaching style of the school, and in order that children can make the most of their opportunities, families and schools must work together and support each other in encouraging children to behave well. AT ST John's we promote a Growth Mindset and work hard with children to explicitly teach them about characteristics of a Growth Mindset and provide opportunities that constantly challenge and develop this within each and every child.

In the event of unacceptable behaviour we will follow our school behavior policy which is available on the school website.

The school also has 'Expected Characteristics of Effective Learning' designed by staff, pupils and parents in 2015. This is a document of expected behaviours. It is available on the School Website.

It is our clear aim that everyone in the school will treat each other with respect and consideration. If we suspect that bullying is occurring we will take it very seriously and do our utmost, with parental support, to lead the child towards more constructive ways of behaving.

If you have any concerns please let us know, as we cannot solve a problem of which we are unaware. Our Positive Behaviour Policy may be found on the school website and is available to all parents upon request.

School Sessions

Times at which each school session begins and ends on a school day.

Session	Begins	Ends
1	8.45 a.m.	10.30 a.m.
2	10.45 a.m.	12.10 p.m. (K.S.1 and Year R 12.00 noon.)
3	1.00 p.m.	2.00 p.m.
4	2.00 p.m.	3.10 p.m.

Transfer to Secondary Education.

Children transfer at age 11+ normally to Broadland High School; some children move to other local schools.

Organisation of Education within the School

For the Academic Year 2016/2017 classes are arranged as follows:

[N.C. = National Curriculum]

Class R	(N.C. Year R)	Early Years Foundation Stage
Class 1	(N.C. Year 1)	Key Stage 1
Class 2	(N.C. Year 2)	
Class 3	(N.C. Year 3)	Key Stage 2
Class 4	(N.C. Year 4)	
Class 5	(N.C. Year 5)	
Class 6	(N.C. Year 6)	

Curriculum

The school follows the National Curriculum. French is taught across the school with discreet language lessons in KS2. Religious Education is given in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at the School on request. All parents have the right to withdraw their children from such lessons. Learning is planned through topics where appropriate and based on experiences which will excite and inspire the children. The whole curriculum is more than just

the National Curriculum. It encompasses the excitement and wonder of learning about our environment, the beauty of pattern and shape in math's and science, the power of written and spoken language, and the need at all times to do one's best in both intellectual and physical activities. The whole curriculum in school involves developing independence, compassion, empathy and respect. It is taught and supported through every visitor, trip and experience we offer whilst they are with us.

A wide range of teaching strategies are employed to create appropriate learning experiences for children throughout the curriculum. Learning experiences will take place in lessons given over to teaching specific subjects and also in topics where there are opportunities for cross-curricular work. The grouping of children will also vary. In some situations a whole class may work on a set task but in other situations the children may be organised to work in small groups or individually. Again in some lessons there may be an emphasis on co-operation and collaboration whilst in others the focus may be on independent study. However the children are taught or organised, equal opportunities for all is a prime concern.

Our whole school policy of curriculum planning ensures continuity and progression from the Nursery class through to Year 6. Individual assessment and record keeping have been established and school-wide standards are agreed by the staff, who regularly reviews children's work. Subject leaders oversee the teaching of their areas of the curriculum to all ages of children in the school.

Monitoring, Assessing and Recording Progress

Teachers will keep a variety of records, which enable them to monitor each child's performance in different areas of the curriculum.

At the end of the Reception year we use The Foundation Stage Profile to assess learning. Parents are informed of progress and targets in a pupil report issued in the spring term.

During years one to six teachers assess continually using this information to inform their planning and learning opportunities for your child. At the end of years two and six children sit SATS tests which are used to support teacher's assessments of the child.

Progress will be reported to parents in two parents evenings held November and July. Parents may make an appointment to discuss their child's progress throughout the year should they have a concern or something they wish to discuss in more detail.

Every child has an annual report in March.

Sport

Individual and team sporting activities are included in weekly games lessons. Children are given every opportunity to develop their orienteering, athletic talents and games skills. Football, netball, hockey and tag rugby are played regularly along with other team games. Matches and sporting events are arranged with other local schools; visits by sport specialists are frequent and there are opportunities for children to enjoy sporting activities outside formal lesson times. Football, netball, cricket and a range of athletic events take place at lunch times and after school, using local facilities and our own large nine acre site.

P.E.

Activities including athletics, dance, games, gymnastics and swimming form part of the National Curriculum and if you wish your child to be excused from involvement on a particular day, a note or telephone call will be required. As regards swimming, it is expected that a child in the group currently going swimming will attend the lessons regularly to derive maximum benefit.

Clothing and Footwear

- This must be appropriate to the activity and conform to current school uniform.
- Watches and earrings should be removed during sporting activities and long hair should be secured (as appropriate to the activity). If earrings cannot be removed they should be covered with plasters or similar material. Teachers will not be responsible for removing or replacing earrings.
- Wherever possible clothing allowing freedom of movement should be worn appropriate to the activity in accordance with the uniform list.
- Children with long hair should have it tied up for sporting activities.

School Assembly

School assemblies are held each morning; they are generally Christian in nature and normally include a hymn and a prayer. Parents' rights to withdraw their children from the devotional parts of assemblies are respected.

Sex & Relationships Education

Sex and Relationships Education is taught to all pupils. The Sex and Relationships programme builds upon the work encountered in Science. Parents are informed about the content of the lessons to be delivered at the beginning of Key Stage 2, and are invited into school to discuss the programme and view learning resources.

Homework

To further the link between home and school we encourage parents to become involved with their child's learning. One such way is to encourage and support your child when homework is undertaken. The recommended time allocation is:

Years 1 & 2	-	1 hour per week
3 & 4	-	1½ hours per week
5 & 6	-	2½ - 3 hours per week

In Key Stage 1 this will comprise reading, spellings and number work. In Key Stage 2 the emphasis will be on supporting work in all areas of the curriculum. Parents will be informed by letter and at the curriculum evening about homework arrangements at the beginning of each year.

Home-School Agreement

The School Standards and Framework Act requires the governing body of every primary school to have a Home-School Agreement.

Home-School Agreements will be signed by parents and the Headteacher when children join St. John's.

The children will sign the Agreement at the beginning of Year 3 when they are able to comprehend the responsibilities outlined in the Agreement.

All children will be reminded about the commitments stated in the Home-School Agreement at the beginning of each academic year.

Access

There are three pedestrian entrances - one at the steps on the Wroxham side of the Main Entrance, one at the footpath gate next to the vehicle entrance and one through the gate on to the field off Brimbelow Road. Children who walk must enter by one of these and those who cycle must dismount and walk on the paths. In the mornings, if you bring your children in a car, please park responsibly locally and ensure you do not block access to local residents. **Vehicles are not allowed on the school site at the beginning and end of the school day. For safety reasons no vehicles are allowed to pass through the main gates between 8.30am and 9.00am each morning or 3.00 pm and 3.20 pm each afternoon.** If parents are to be allowed to park on the school site for school activities and special events they will be notified in advance. Generally, however, no parking is permitted other than for staff and visitors.

Arrival

Children should not be on the school premises before 8.35 a.m. as there is no teacher supervision before that time. **No responsibility is accepted for children who arrive before 8.35 a.m.**

- All parents, if they wish, can accompany their children on the playground. Those entering via the Brimbelow Road gate should also go straight to the playground.
- When the duty teacher (who will be wearing a hi-vis jacket) is present parents may leave should they wish. (Initially, at the beginning of the Autumn Term, Reception Class parents and their children may enter the Reception Classroom via the path between the Outside Play Area and the Kitchen.)
- At 8.45am the duty teacher will blow a whistle and all classes will line up. Teachers will collect children from the playground and escort them into the school. This will also give an opportunity for parents to talk to teachers at the start of the school day.
- If there is a need for any parent to come into the school building then entry should be made via the main entrance.
- Parents should sign in and receive a blue visitor badge.
- During wet mornings a member of staff will be in the playground from 8.35 a.m. Again children in Years R and 1 will be helped in the cloakroom.

Latecomers

All children arriving late must be accompanied onto site by a responsible adult. The adult must bring the child to the main office and a reason must be given for the lateness.

Cycles

If your child does cycle to school, please ensure that his/her cycle is in a roadworthy condition - a chain and lock is a useful precaution to take too. There is a cycle shed providing covered accommodation for cycles. The school does not accept responsibility for cycles brought onto the school premises.

Gate Closures

Please note that every day the gate on Brimbelow Road is locked between 9.15 a.m. and 2.45p.m.

The main gate is closed at the beginning and end of the school day. No vehicular traffic is permitted to pass between 8.30am and 9.00am or 3.00 pm and 3.20 pm.

Contacting the School

The best time to make contact by telephone is between 8.30 a.m. and 12 noon or 1 p.m. and 3.30 p.m.

If your child is absent from school please telephone before 9.30 a.m.

Contact with you

You will receive a weekly newsletter informing you of events that are going to be taking place within school and other important news. In addition, letters concerning other matters are sent to you as necessary. If a child is felt to be under-achieving, or his attitude or behavior gives cause for concern, then contact will be made with you. (But see also 'Home/School Relations').

The school uses Parentmail allowing us to send emails and text messages to you once you have registered.

Half Termly 'coffee mornings' are held which give parents a chance to meet informally with the Headteacher and a P Governor to share any comments about school. The website is an invaluable source of information. It is updated weekly with letters and events posted on to it. .

Change in circumstances

If there is a change in circumstances do please let us know. Where parents take the school into their confidence concerning home circumstances then quite often we are able to help, for we believe that unless a child is secure and happy then he cannot give of his best. Therefore, if your child is worried or if you are worried about something please get in touch with the Headteacher straight away so that as far as possible we can try to help. The Headteacher is always prepared to see parents.

Uniform

Over the years many compliments have been paid concerning the smart appearance of the children here, and we look to you to help maintain the high standard which exists. Our uniform is a simple one, designed to involve parents in minimum expense, and it does help to foster a feeling of 'belonging'. **In order to save everybody's time, please ensure that ALL clothing (particularly jumpers and cardigans) is clearly marked with the owner's name.** Simple stud ear-rings are allowed but other forms of jewellery including beads in braided hair at School is NOT permitted at all: They can be highly dangerous - we cannot accept any responsibility whatsoever for their safe-keeping (watches included). Children are not allowed in the swimming pool wearing jewellery.

At the time of writing, swimming will be for the children in years 3, 4 & 5.

Hair styles should be suitable for school. Tram Lines, Mohicans and dyed hair are not permitted.

To order uniform, visit www.retroalley.co.uk and click on 'your school' and select St John's or follow the link on the school website www.hovetonstjohn.co.uk/parents-2/uniform-2/

Winter Uniform

This is to be worn from September until the end of the Spring Term.

Foundation Stage

Boys

Polo shirt with school badge
Foundation Stage Sweatshirt

Long grey trousers*
Black/grey socks
Black shoes

Girls

Polo shirt with school badge
Foundation Stage Sweatshirt

Long grey trousers*/grey skirt/grey pinafore dress
White/grey/black socks
Grey/green/black tights
Black shoes

Key Stage 1 and 2

Boys

White shirt
Tie (available from school)
Bottle green V neck pullover
Long grey trousers*
Black/grey socks
Black shoes

Girls

White shirt
Tie (available from school)
Bottle green V neck pullover/cardigan
Long grey trousers*/grey skirt/grey pinafore dress
White/grey/black socks
Grey/green/black tights
Black shoes

Summer Uniform (optional)

This may be worn for the Summer Term.

Boys

Polo shirt with school logo
Grey shorts/trousers*
Black/grey socks
Black shoes

Girls

Polo shirt with school logo
Grey skirt/trousers*
Green & white summer dress
White socks
Black shoes

P.E. Kit

P.E. bag with drawstring (available from School) in house colours
Black shorts
Green Polo with school logo

P.E. bag with drawstring (available from School) in house colours
Black shorts
Green polo with school logo

Years. 3, 4, 5

Swimming trunks
Swimming hat
Towel

**

Years. 3, 4, 5

Swimming costume
Swimming hat
Towel

**

* Trousers should be smart, traditional, tailored and straight legged.

** **Years. 3, 4, 5, 6** winter games lessons - P.E. Kit and trainers are worn, but when the weather becomes colder a **black hooded Sweatshirt with school logo and black jogging bottoms** are to be worn. A spare pair of socks is essential.

A baseball cap or legionnaire's hat in bottle green with school badge is available from school to wear during the summer months.

NB. Sweatshirts, trainers, boots and opened toed sandals are not part of the school uniform.

School Meals

Foundation Stage and Key Stage 1

In September 2014 the Government introduced Universal Infant Free School Meals for children in Foundation Stage and Key Stage 1. Children in Reception, Year 1 and Year 2 are entitled to a free school meal daily.

There is a choice of the set menu Main Meal, Vegetarian Option or a Jacket Potato with a choice of filling. Packed lunches from the school kitchen will not be available to pupils in Years R, 1 and 2.

Key Stage 2

For children in Years 3, 4, 5 and 6, lunch money will need to be put in an envelope marked clearly with your child's name and class. Each class will have a collection box for the payments in the classroom. You can pay in advance by cash or cheque (payable to St John's C P School) on a weekly, monthly or termly basis. If your child is absent for any reason any overpayment will be carried forward automatically for the next week. Children in Key Stage 2 will have a choice of the set menu Main Meal, Vegetarian Option, a Jacket Potato with a choice of filling or a packed lunch from the kitchen.

All pupils need to order their choice of lunch with the class teacher each day. The aim is to provide a balanced menu. We try to encourage children having Free Meals to take the 'Special' Menu, which gives a nourishing, balanced meal.

If your child brings a packed lunch from home, please ensure that these are securely packed - it's a good idea to label lunch boxes as confusion can arise! Some children are being provided with food, such as yoghurt, in their packed lunches which require children to use spoons. The desert spoons available in school are inappropriate as they are too large and many of those that have been ineffectively used have either been inadvertently thrown away in the waste bins or been packed away and taken home! It would be greatly appreciated if parents would continue to provide teaspoons for their children when the need arises. Children staying for a School Meal or having a packed lunch are not allowed out of the School premises during the mid-day break. If, for some reason, you wish to take your child out of school during the lunch time, please get in touch with the Headteacher first, preferably by a letter; **a word of mouth message via the child is not sufficient.**

If you are in receipt of Income Related Benefits including Child Tax Credit and your income (as calculated by the Inland Revenue) is less than £16,190 you may be entitled to Free School Meals. You still need to apply for this even if your child is in Foundation Stage or Key Stage 1 and receiving a Universal Infant Free School Meal. Please contact the School Office for more information.

Drinking Water

Although water is available from drinking fountains and in the hall at lunchtimes we do recommend that you provide your child with water to drink during the day. It is known that dehydration can adversely affect the health and mental well-being of children and there is evidence that correct levels of intake give better concentration and a reduction in feelings of fatigue. Please provide your child with a plastic sports, 'stopper type', bottle which does not hold more than 500 mls. of water. The bottle should be clearly named and it can be taken home to be washed and refilled at the end of each day. Please note bottles should **be filled with water only.**

Snack

Children in Key Stage 1 will have fruit daily as part of the 'fruit for schools' campaign. Children in Key Stage 2 may purchase a healthy snack at break time from the snack shop. All KS2 snacks cost 35p (at time of writing.)

Children in KS2 may also bring a piece of fresh fruit from home to eat at snack time.

Property

It should be noted that the school is not liable for property brought onto its premises and is therefore not liable for property being stolen or damaged by a third party. Children should not bring their own personal possessions or toys into school.

Educational Visits

Educational visits provide opportunities to reinforce and extend learning at school. Parents are usually asked to make voluntary contributions to enable these valuable experiences to take place. Such shared costs are in line with the School's Charging and Remissions Policy.

When planning class visits teachers are required to check that any activity planned complies with the guidelines laid down in the Dfes publication on Health and Safety of Pupils on Educational Visits, to ensure that all necessary precautions are taken for the safety and well-being of children whilst off the school premises.

These precautions may include checking:-

1. The safety of any vehicle the children are to travel in.
2. Fire precautions and drills.
3. Availability of life jackets where necessary.
4. That there is an appropriate ratio of adults to children.
5. All adults helping on school visits are fully aware of all safety precautions.
6. That appropriate risk assessments have been undertaken.

Information of procedures is available at the school office should you wish to know more about precautions taken for a specific visit.

Out of School Activities

We see out of school time activities as being very important in the life of the school, and our children are encouraged to attend various activities which we provide for them.

Charging and Remissions Policy

We ask for donations towards the cost of certain materials used in specialist lessons (e.g. baking materials), and towards the cost of certain field study trips.

Where residential visits are concerned we ask for the full amount of the payment required. However, parents in receipt of benefit which entitles their child to free meals will also be entitled to free board and lodgings for residential visits.

In all this it is our policy to help any parent who may have difficulty in paying the amount required. We ask that they pay what they can afford; spreading the payments over a period of time, if this will help.

There is absolutely no stigma attached to this whatsoever - other parents and children are unaware of any help which may be taken up.

School Fund

This helps to provide further opportunities and resources for the children.

School Association.

The St. John's School Association is organised by a committee of parents and representatives of staff who plan social and fund-raising events. All parents are automatically members of this Association. If you would like to be on the S.J.S.A. committee please let the Headteacher know.

School Council

St. John's has an elected School Council which meets every 2 weeks to consider school issues. The Council is made up of representatives from each class in K.S.1 and KS2 plus the Head Boy and Head Girl who represent the Foundation Stage.

St. John's also has an Eco- School Council.

Data Protection

A range of organisations including schools process personal data (i.e. data that identifies people individually) and are known as 'data controllers' under the Data Protection Act 1998. Data controllers have to provide information about the purpose for which they hold data and the school gives regular updates on the matter.

Freedom of Information Act

The Freedom of Information Act required publicly funded bodies, including schools, to list the information they publish. We have produced a publication scheme setting out all information we publish on a regular basis and where to find it. Copies of the scheme are freely available on the School Website.

Internet and Network Usage Policy

St. John's has an E-safety Policy which sets out how children can safely access the Internet at school. All copies are available on the School Website.

Arrangements for Complaints

Most complaints can be dealt with through an informal discussion with the class teacher or head teacher. If parents remain dissatisfied they should see the School Complaints policy on the School Website or request a copy from the School Office.

PLEASE NOTE

This brochure is intended for use during the School Year 2017/18 Although the details contained herein are expressed in good faith, believed to be correct as at 5th June 2017, there is no guarantee whatsoever that changes will not be made for the School year 2017/2018

