

St John the Baptist C of E Primary School



Life in all its fullness

Parents' Handbook 2021 - 2022

ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL

Welcome

We welcome the opportunity to introduce you to St John the Baptist Church of England Primary School.

Life in all its fullness

Within the context of our Christian values we try to enable children to explore their own faith and beliefs. We value the partnership which exists between school, parents and community and the part it plays in realising this vision.

The vision builds upon the success of our school which is first and foremost a learning school where all are encouraged to achieve their potential and to make positive contributions to the school and wider community.



Religious Affiliation

The school is affiliated to the Church of England, and the Religious Education provided in school is in accordance with the principles and practices of the Church of England, and with the school's RE policy adopted by the Governors. If parents wish to withdraw their children from Religious Education or Worship, they are invited to discuss the matter with the Head Teacher before their child enters the school (see attached document from the Diocese of Southwell.)

A learning School

We endeavour to support the ideal that our school is a "learning school". The learners are of course the children committed to our care, but also the teachers, support staff, governors and parents. A high priority is given to developing and extending the knowledge of all the adults in the school. We want to keep up to date with all the research on how children learn and how classroom practice can be made even more effective. We believe that education makes a difference and try to create an environment in which all feel comfortable, safe and secure. We celebrate the individuality of each child and try to respond to individual learning styles, supporting the potential of all.

How do our teachers and teaching assistants learn together?

- They share ideas through talking informally, visiting each other's classrooms and in staff meetings.
- They are part of school improvement groups to generate new learning.
- They visit other schools, particularly those in our collaboration.
- They extend their subject knowledge through personal research.
- They take risks and try out new ideas.
- They recognise the need to teach in a variety of styles.
- They attend county and national courses and share their new expertise within the school.
- They develop their leadership skills by being subject leaders and members of improvement groups.

People Skills

As a “Healthy School”, we aim to promote the health and well-being of pupils and staff through a well-placed, taught curriculum in a physical and emotional environment that promotes learning and healthy lifestyle choices, this is known at our school as People Skills. We operate a whole-school approach involving the whole school community incorporating:

- personal, social and health education including relationship and sex education and drug education;
- citizenship;
- healthy eating;
- physical activity; and
- emotional and mental health and well-being (including dealing with bullying).

School Discipline

School rules are made for the safety of children and to ensure that they show consideration for others and care for their surroundings. Further details may be found in the Home-School Agreement. We try to create a happy atmosphere in which to work, based on respect and friendship. The children are encouraged to work hard and to aim at a high standard of presentation. They are expected to be well mannered and tidy in their personal appearance. The school has a Behaviour Policy which provides positive encouragement for good behaviour as well as consequences. Unsatisfactory behaviour may be dealt with by a verbal reprimand, loss of privilege or loss of break times. In more serious cases, the parents will be informed and may be called in for consultation. Children are not detained after the end of the school’s afternoon session. Serious misdemeanours could result in exclusion from the school.

Home School Agreement

St John the Baptist C of E Primary School has always been a strong community of parents, pupils and teachers working together.

In choosing our school for your son or daughter, we believe that parents and carers are making an informed choice supporting the aims, values, policies and code of behaviour.

In keeping with official guidelines and in striving to maintain this bond, we have set up a Home School Agreement.

This agreement describes what each partner will contribute to the educational process. The Head Teacher and Class Teacher sign it on behalf of the school, and we invite pupils and parents to sign their part too. In this way, we recognise that signing the Home-School Agreement is a serious act in which we can safely expect that everyone is accepting responsibility for their own contribution.

Pupils will:

- Respect each member of the School community
- Abide by the School's code of conduct for behaviour
- Attend school regularly and punctually
- Look after the school and its surroundings
- Try their best and work hard.

The School will:

- Value and respect each child as an individual
- Encourage high expectations, pride in achievement and development of potential
- Recognise and praise progress and achievement
- Inform parents of the progress and welfare of their child
- Provide and monitor homework appropriate to the child's needs
- Aim to give all children meaningful experience of the world beyond Colwick
- Provide safe and orderly environment in which to work
- Listen to parents' views and concerns
- Use comment or homework books as one means of communicating with parents

Parents will:

- Support the school in its aims and Christian values
- Ensure their child's regular and punctual attendance
- Notify the school early on the first day of the reason for their child's absence
- Support the school's code of conduct for behaviour
- Support their children in the school work they are expected to do at home
- Tell the school about any circumstances that may affect their child.
- Attend parents' evenings and discussions about their child's progress
- Remember that children are expected to wear school uniform
- Make use of the comment or homework books

Below we have compiled some useful information. We hope this will help as your child starts school. Should you have any queries or unanswered questions, please do not hesitate to contact us.

1. SCHOOL TIME (Punctuality is extremely important – Lateness is recorded on your child’s school record which continues with them throughout their education)

Morning Session: 8.55am – 12.00pm
(playtime: 10.45am - 11.00am)

Afternoon Session: 1.00pm - 3.35pm
(playtime: 2.00pm - 2.10pm)

Entrance to school grounds is open from 8.45am each morning via the gate on Vale Road. Children must arrive in time for the bell, which rings at 8.55am. When the bell rings, the children line up in their classes and enter the school building with their class teacher. At this point, parents leave their child to line up and enter school with their teacher. Parents and carers should not enter the cloakrooms or the classrooms.

If the weather is wet, children are allowed to go straight to their classrooms from 8.45am. Please ensure children are in their classroom by 8.55am.

Whatever the weather, **please do not drive up school lane for safety reasons**, except when a disabled badge is displayed or where prior arrangement has been made with the School.

The Vale Road crossing patrol serves the school gate on Vale Road. Parents are asked to ensure children cross the road at this point in order to instil road safety, a valuable lesson for all. We also ask that parents driving to school respect our School Crossing Patrol’s instructions.

Prompt collection of your child at the end of the school day is essential. Please contact the school if for any reason you are delayed or if someone is collecting your child that has not previously done so.

Late Arrival

If for any reason your child is late for school, if they arrive at school after 8.55am, the parent/carer must sign them in to the late book at the school office. Providing the reason for lateness. Evidence is required for medical appointments including, doctors, dental, opticians and hospital. We do ask that routine appointments be made outside of school hours.

Site Security

Parents are asked not to enter the school building and should not be going into cloakrooms and classrooms or indeed wandering around the school building. If you need to speak to the class teacher or a member of staff, please go to the school office and arrange to meet with the teacher at an appropriate time. Messages can be left for the teacher at the office if required. Each class has a related email address that you can contact class teachers on.

Parent helpers - If you are helping in school, please sign in at the school office where you will be issued with a visitor's badge. Please ensure you sign out when leaving the building. Please try to be mindful of the needs of teachers and children by keeping away from classroom windows, especially at the end of the afternoon when teachers may need their children's undivided attention for announcements, etc.

We would also ask you to close the school gates behind you when entering and leaving the school site.

Breakfast Club

Enter school via the main entrance (up school lane) at 7.45am where the children are met by the Breakfast Club staff. Parents are asked not to drive up school lane for safety reasons. Children have a choice of branded cereals, toast, fresh fruit and juice. One day each week, we serve a special breakfast, pancakes, crumpets, eggs etc. Each session cost £4.60; payment can be made on the day or weekly in advance using the online payment system 'School Money' Further details available from school office/website. A booking text is sent each half term to inform us of places needed.

Visiting Arrangements

Parents are always welcome to visit the school, and we are happy to discuss any problems or concerns. We would ask, however, that an appointment be made, as our teaching commitments during the day must come first. Most issues are best dealt with by the class teacher in the first instance. If this does not lead to resolution the Deputy Head Teacher or Head Teacher can be contacted.

Assemblies

We are pleased to be able to invite parents to Assemblies and Church services when possible. Most Thursdays there is a Family Assembly in school usually at 3.00pm. Church services usually begin at 2.30pm. Services normally take place at St John's Church at the top of the hill on Oakdale Road. We also run smaller services at St John's on Vale Road.

2. ATTENDANCE

Children are expected to attend regularly and punctually. Absences must **always** be explained by telephoning the school office before 10.00am on the first morning of absence and a note must be sent when the child returns to school. Our Attendance Officer regularly checks registers and checks for patterns of absence and excessive absence. Unauthorised absence or unexplained absence will be followed up. The same procedures will also be brought into practice for persistent lateness. The first part of the school day is very important for settling your child. Children take part in important phonics, guided reading and handwriting sessions etc.

Should your child arrive late parents/carers must sign them in to school at the school office providing a reason for lateness.

Medical Appointments

We understand that hospital appointments are often made during the school day; we do however require written evidence from the hospital of the appointment (a copy of the letter will be made and kept on file). Dental and doctor's appointments should be made wherever possible outside the school day. We do require evidence of appointments taken during the school day by either text or written evidence.

Holiday information

The law states that you do not have the right to take your child out of school for holidays during term time. The Local Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

If you wish to take your child out of school during term time, you must apply for permission for authorised leave of absence using the form available from the School Office. Permission for authorised leave of absence will not be granted unless there are very exceptional circumstances.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

3. MEET THE STAFF

Head Teacher: Miss R Ireland

Deputy Head Teacher: Mrs K Thrower

Class Teachers : Mr N Mazzotti (Special Needs Co-ordinator/Inclusion)
Mrs N Haythorn
Mr P Seaton
Miss K Bewick
Mrs C Charlesworth
Mr P Collins
Mrs J Bloom

Booster Teachers: Mrs K Doel

Teaching Assistants: Mrs Y Stevenson
Miss F Jackson
Mrs L Cannings
Mrs R Whitt
Mrs D Lowings
Mrs Z Johnson

Care Assistant's: Miss Z Wilson
Miss S Moss

School Business Manager: Miss V Challis

Office Assistants: Mrs S Woodcock

School Dinner Administrator:	Mrs N Khan
School Attendance Officer:	Mrs R Whitt
Senior Midday Supervisor:	Mrs L Harrison
Midday Supervisor Assistants:	Mrs S Moss Miss T Butler Miss B Ellis Mrs L Noon Miss D Knowles Miss Z Wilson
Breakfast Club Coordinator: Breakfast Club Assistants	Mrs S Moss Mrs N Khan Miss B Ellis
School Crossing Patrol:	Mrs K Biddulph
School Cook: Assistant Cook: Kitchen Assistants:	Mrs S Miller Mrs C Faflik Mrs V Stead Mrs N Khan
School Caretaker:	Mr K Wegenast

4. SCHOOL OFFICE

Our core School Office hours are 8.00am - 4.00pm, Monday – Friday. The school office will be your first point of call should you have any questions or need help and advice or indeed if you need to make an appointment with a member of staff. Please call in at reception or telephone 0115 9115599 or email parents2@st-johns-pri.notts.sch.uk

Emergency Contact Forms

All parents are asked to complete an Emergency Contact Form for their child. It is important that you inform the school office if your contact details change ie: telephone number, address, your named contacts, medical information etc.

Money/Payments (www.eduspot.co.uk) – Our school has a cashless office and all payments are made online through the secure payment system ‘EDUSPOT’. Payments for school dinners are made this way as well as school trips, uniform, breakfast club, after school clubs etc. You need a bankcard to be able to use school money and access to the Internet. Alternatively, you can pay at the school office using a bankcard. If you do not have a bankcard, cash payment can be made at any shop offering ‘PAYPOINT’ service, once the school office has issued a barcode. Should you need further help please contact the school office.

The only time we ask for cash payment is for contributions towards bus fares or when we hold a charity fund raising event.

All payments to school should be made in advance. Accounts should not run into arrears. We do ask all parents to support this practice. Access to these services will be removed if payment is not made.

Morning Snack

Children are encouraged to eat a healthy snack at morning playtime. Please provide your child with a piece of fruit if you wish them to have a snack.

Milk is available for both KS1 and KS2; an outside company called 'Cool Milk' administers milk. Please ask at the office for details and an application pack. Children under five are automatically provided with Free Milk when they start school.

Universal Free School Dinners

All children in our Foundation Class, Class 1 & 2 are entitled to receive a Universal Free School Meal. Children in these classes are provided with a school dinner each day. Since September 2016, children were no longer given an alternative option at lunch times. Children are provided with a healthy balanced meal and are encouraged to try new foods. The Midday Supervisors support the children in the dining room, promoting good table manners, helping cut food, teaching the children to use cutlery properly, encouraging the children to eat and try to promote a calm, relaxed atmosphere in which the children can enjoy their lunch. Please ensure your child brings a water bottle to school each day, these are taken into the dining room at lunchtime.

School Dinners

Key Stage 2 children must stick to a meal pattern throughout each term (subject to twice-yearly change of menu). Should your child's meal pattern change at the beginning of a new term please inform the school office. Menus are issued twice a year and meals are served on a 3-week rota.

Register for Financial Assistance

Families who qualify for benefits must register with the local authority. On the internet visit: www.nottinghamshire.gov.uk and your application can be made online alternatively Telephone **the Parent Helpline No: 03005008080** Children whose families are registered for benefits receive additional educational support in school known as Pupil Premium. Children benefit from support in school. This also entitles children to receive free after school clubs and trips, free breakfast club and much more. It is vitally important that you register with the local authority for Free School Meals as the school receives additional funding to support your child, therefore giving the family the best possible opportunity in supporting their child's education.

Key Stage 2 Free School Dinners – If you think your child may qualify for Free School Dinners, further information is available at Children and Young People's Services, Nottinghamshire County Council. **Telephone the Parent Helpline No: 03005008080**. All meals served prior to the school receiving authorisation must be paid for. Once registered your child will be entitled to educational support known as Pupil Premium this also entitles children to receive free after school clubs and trips, free breakfast club and much more. It is vitally important that you register with the local authority for Free School Meals as the school receives additional funding to support your child, therefore giving the family the best possible opportunity in supporting their child's education. All of the above is done in strict confidence.

Packed lunches

Key Stage 2 children are welcome to bring their own packed lunch into school. This should be healthy and not contain fizzy drinks sweets or chocolate. Please see the government guidelines at www.healthylunch.org.uk Lunch boxes are monitored and any items not suitable will be removed and returned to the children at the end of the day.

Water Bottles

All children need a water bottle, which they must bring to school each day throughout the year. Children are encouraged to drink plenty of water through the day and are able to refill their water bottles at our water fountain. Water bottles are also used in the dining room at lunchtime.

School Website: www.st-johns-pri.notts.sch.uk our aim is to have all information that is available at the school office also available on our website. Our website is continually developing please let us know if you have any suggestions regarding its improvement or indeed information you feel should be available that is not currently.

Text Messaging Service

A simple, quick and effective way to keep parents informed. We send text messages to the first main contact for each child when the need arises, such as reminders of events, payment queries, etc. You cannot respond to our text messaging service

Email

We also keep in contact with parents through email, so please provide us with your email address, and see email section on the Emergency Contact Form.

Should you wish to email the school please use our parent email address:

parents2@st-johns-pri.notts.sch.uk

Fortnightly Newsletter

We aim to issue a Newsletter via email, informing parents/carers of our Diary Dates, days and times when different activities are taking place at school. The Newsletter contains lots of useful information as well as keeping you up to date with events taking place in school and in the local community.

The Care of Children

All members of staff are concerned with the welfare of the children in their charge. Parents can help us to deal sympathetically with health problems or emotional difficulties by keeping us informed about them. All information is treated confidentially. We also ask parents to inform of us of any accidents their children may have as we have a duty of care to investigate unexplained injuries, a parent of a child arriving at school with an injury, will be asked to complete a declaration form. Please ensure you keep your contact details up to date, by completing and updating the Emergency Contact Form.

Safeguarding

All staff at St John's have a duty of care to safeguard the children in the school. If you have any concerns about a child, our Designated Safeguarding leads are Miss Ireland and Mrs Thrower. Mrs Jan Jackson, our Chair of Governors is our safeguarding governor.

5. CLOTHING

School Uniform

We recommend our school policy to parents and carers that all children wear school uniform when attending school, or when participating in a school-organised event outside normal hours. We provide details of the recommended items needed for school uniform in our school office.

Dark green cardigans/jumpers/sweaters
Grey skirts, trousers, pinafores
White or grey blouses and shirts
White or yellow polo shirts
Green/white check summer dresses.

Children should come to school in clothing for PE on the day the class teacher informs you it is PE day

Foundation/KS1: Navy blue/black shorts, plain white T-shirts, plimsolls.

KS2: Navy blue/black shorts, plain white T-shirts, plimsolls for indoor use and for games, trainers.

Children may also wear sweatshirts, tracksuits, jogging suits in colder weather outdoors. Such items should be worn over T-shirts and shorts and not worn as a replacement.

All items of clothing must be named. The school cannot be held responsible for returning un-named school uniform. Please appreciate we have 210 pupils wearing the same clothing. Un-named lost property will be disposed of at the end of each half term.

Our policy on school uniform is based on the notion that school uniform:

Promotes a sense of pride in the school;
Engenders a sense of community and belonging towards the school;
Is practical and smart;
Identifies the children with the school;
Prevents children from coming to school in fashion clothes that could be distracting in class;
Makes children feel equal to their peers in terms of appearance;
Is regarded as suitable wear for school and good value for money by most parents
Is designed with health and safety in mind.

The above list is not exhaustive we would ask parents/carers to support the 'spirit' of a school uniform and support the school implementing it.

Full details of school uniform are available from the school office/website. Uniform can be purchased in two ways:

1. **Just- School Wear Ltd.** visit www.just-schoolwear.co.uk or alternatively Order forms are also available from the school office/website. Payment can be made using the online payment system 'Eduspot'. Completed order forms will be processed by the school office once payment received.

2. **Brigade** – visit www.brigade.uk.com a flyer with instructions is available from the school the office/website.

Please ensure that **ALL clothing is clearly labelled** – even wellies! We cannot return lost uniform to a child unless we know whom it belongs to, so this very important. We have found excellent packs of iron in name labels for less than £2.00 online which are good quality and easy to attach, example site: www.mynametags.com

Rings, necklaces, bracelets and other fashion accessories have no place in school and may not be worn at any time. Earrings are not recommended, a simple single stud in each ear being acceptable. During PE sessions, children must be able to remove and be responsible for their own earrings or preferably not wear them on PE days.

6. INDEPENDENCE

One of the many ways in which you as parents can help your children to settle quickly and happily into school is to help them to do as much as they can for themselves and to be proud of it! When children start school, it helps them enormously if they can: recognise their own name, fasten their coat, go to the toilet and wash/dry their hands without help, handle a knife and fork correctly, fasten their shoes.

7. REACHING OUT

We aim, as a school, to work together in responding to appeals for help from charities when we can. There are real benefits in encouraging children to think, and act, for those not as fortunate as themselves. We try especially to help organisations whose aims can be clearly understood by our children. Our charity work is split between the PTFA who raise funds for the school, collecting food items at Harvest and an annual children's charity event. We also have a history of responding generously to disaster appeals. For the last couple of years during the warmer months, we have been selling ice-lollies to the children after school. The money raised helps support our school trips, reducing the costs to parents.

8. BOOK BAGS

As part of the process of learning to read, a process, which continues beyond the primary stage, our children, will bring home a wide variety of books. In order to keep the books safe and help the children to carry them comfortably, book bags are available from our uniform suppliers. Please do not put water bottles inside school bags.

9. MEDICINE

In many cases a child for whom medicine has been prescribed will not be fit to attend school, but there are instances where this is not the case. Parents/carers must take any medicines that need to be administered to the School Office where a Parental Agreement form must be completed; all medicines **must** be clearly labelled with the child's name. It is the parent's responsibility to ensure in date medicine is available when required.

Although we do our utmost to administer medicine, we do not guarantee it.

Inhalers are stored securely in the school office.

Medication/Inhalers must never be kept in a child's school bag.

In cases of accident or injury at school, Mrs Whitt and Mrs Moss are our official First Aiders, all staff take part in regular first aid training.

10. OUT-OF-SCHOOL ACTIVITIES AND EDUCATIONAL VISITS

As children progress through the school, they engage in a widening range of activities out of school hours and educational visits. When these activities are arranged, children are issued with a letter requiring parental consent. This ensures that you always know where they are. If we do not receive completed consent forms by published deadlines, children, will not attend the visit and will remain in school.

If for any reason an activity is postponed or cancelled, we will always text you or arrange for your children to be looked after until you can pick them up.

All our classes organise visits with relevance to topics studied in school, children in Year 2 and Year 6 may in addition take part in a Residential visit, which takes part in a different part of the United Kingdom, staying away for up to five days. Plenty of notice of residential visits is always given. Children in Year 3, 4 & 5 also have an annual sleepover at school opportunity.

There is provision for children entitled to Free School Meals to access subsidies for some out of school activities. This can be discussed with a member of staff in confidence.

11. SPECIAL EVENTS

Various special events take place each year. At least three times a year and at any time, of course, when the need arises you have the chance to discuss your child's progress with his/her teacher. There may be information meetings to keep you up to date about what we are teaching your child.

There are regular school Church services, sometimes held in St John's Church, sometimes in school. Please feel welcome to come to these whenever you can. A Harvest Festival is held each year and gifts are sent to a local charity.

Each year we hold a summer production for years 5 and 6, usually held in July and a Christmas Production for all groups of children. Very often seating space is extremely limited, tickets are issued for these events and are usually limited to two per family. Photographs may be taken after the completion of our consent form, (issued at the performances).

The School Photographer visits the school twice a year (prior notice will be given) as follows

Autumn Term – Individual photos & Summer Term – Class photos

We always try to ensure that everyone is informed of the various events that happen in school, please take the time to read the letters sent home from school and of course our weekly Newsletter, Texts, Email, Mobile App and website.

12. PE AND SWIMMING

Swimming takes place in Key Stage 2, further details are given to parents when classes are allocated swimming sessions.

13. HELP!

Of course, there are many ways in which you can help us to help you and your children, and here are some of them:

- Firstly, **Emergency Contact form** - help us to keep in touch at **all** times by ensuring that we know where to contact you in an emergency. If emergency contact telephone numbers change, please complete a new Emergency Contact form, available in the school office. A new form will be sent to you in September of each year.
- Secondly, you can help us by giving us your **TIME**. Can you work regularly with children in school? Can you sew/knit, paint/repair things? Have you an interesting job/hobby/collection? Could you be a swimming helper on Tuesday afternoons? Could you accompany children on visits? If so, we would like to hear from you. All parent helpers are required to complete a DBS clearance form (available from the School Office) if helping on a regular basis.
- Thirdly, you can help with **MATERIALS**. We need 'junk' for Technology anything, which might be useful in model making, for instance. We also run recycling projects, which help to teach the children not to waste the World's resources, including collecting bins for newspaper, card etc, and periodic clothing recycling collections. Please do your best to respond if you can....

14. GOVERNING BODY as of May 2021

Mrs Janet Jackson (Chair)

Mr Max Bardwell (Vice Chair)

Miss R Ireland (Head Teacher)

Mr N Mazzotti (Staff)

Mr Richard Christie

Mr Meredith Lawrence

Rev Debs Moyo

Mrs Charlotte Perrin

Mrs Silvia Vintern

Mr S Crawford