
Reception to Year 6 Parent & Pupil Handbook

An introduction to Reception to Year 6
at St John's International School,
Sidmouth

September 2016

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The School Office is open between 8.00am and 5.00pm term time and 9.00am and 4.00pm during the school holidays. At other times, a message can be left on the answer phone.



ST JOHN'S
INTERNATIONAL SCHOOL

SIDMOUTH UK

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3. Aims and Ethos of the School

The IES Mission is to provide excellence in education with an international perspective. As part of the IES group, St John's International School promotes the development of young people who will have the capacity to contribute pro-actively to the ongoing work towards a better world.

Through dynamic programmes, St John's International School will strive to develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning. Our pupils will be encouraged to integrate effectively in the local, national and international communities through the diverse opportunities afforded them.

In addition, the School also aims to:

- *Support and develop pupils' ability and potential across all aspects of their learning, be it academic, sporting or artistic.*
- *Allow pupils to explore moral and spiritual issues in a respectful and reflective manner.*
- *Provide co-educational education for both boarding and day pupils.*
- *Provide excellence in all that pupils do.*
- *Create a safe environment where pupils can flourish in a caring, healthy and happy setting.*
- *Give quick, clear and constructive communication to our parent body and other involved parties.*
- *Provide opportunities for pupils to become confident, skilled and knowledgeable in a wide variety of situations.*
- *Provide an environment where respect for other people from all cultures is paramount to our daily life.*

4. Teaching Staff

- **Mr M Burgess** (Headmaster, Business Studies and Maths)
- **Ms Caroline Ward** (Deputy Head, Head of Academics)

- **Mr R Gil Alvaro** (Spanish, Boarding)
- **Mrs A Beament** (Art)
- **Mrs M-C Brazier** (Year 2 Teacher)
- **Mrs A Cheeseman** (Yr 3/4 Teacher, SEN)
- **Mr A Davies** (Year 6 Teacher and PYP Co-ordinator)
- **Ms K Harlond** (Reception Teacher)
- **Miss K Knott** (Year 1 Teacher, Head of EYFS)
- **Miss J Lee** (Head of Games, Assistant Housemistress)
- **Mr C Salmon** (Year 3/4 Teacher and Director of Music)
- **Ms A-R Sharp** (PE, Boarding)
- **Mr R Tasker** (Head of Boarding and Pastoral Care, PE)
- **Mr J Yeabsley** (Year 5 Teacher)

VISITING TEACHERS

- **Mrs M McWilliams** (Singing & Piano)
- **Ms P Bass** (Woodwind)
- **Ms M Farley**
- **Mr J Wingate** (Tennis)
- **Mrs C Hardy** (Brass)
- **Mr M Foster** (Piano/Violin)

ADMINISTRATIVE STAFF

- Director of Admissions: **Mrs J Mason**
- Marketing: **Mrs L Mayor**
- Finance Officer: **Mrs D Pike**
- School Secretary/Head's PA: **Ms S King**
- Admin Assistant: **Mrs A Anjo, Mrs L Stout**
- Human Resources: **Mrs Lynn Goodwin**
- Matrons: **Ms S Rowe, Miss C Woods**
- Maintenance: **Mr A French, Mr C Horn**
- Health & Safety: **Mr A Coombe**
- Transport Manager: **Mr P Conium**
- Drivers: **Mr A Bannon, Mr S Cronley, Mr G Shaw, Mr S Logan-Walker**

5. Arrival at School, Absence and Timetable

Morning Arrival at School

- 8.00am: Pupils may arrive at school, make their way to the Library where they will be supervised
- 8.15am: Pupils go to classrooms
- 8.30am: Registration in Form Rooms and school day begins

All parents of pupils in Year 3 and above are encouraged to use the 'stop and drop' facilities in the car park.

Pupils are to enter school through the patio doors.

Late Arrivals

Pupils who arrive at school after 8.45am must go straight to the School Office to register. Registers will then be updated. These will be reflected on the end of term reports as 'late' arrivals.

Absence

If a pupil is absent for illness, the school should be notified immediately (8:25 at the latest). An explanatory note or email from the parents or guardian, addressed to the Form Tutor/ Class Teacher is essential and is kept on file. This is a legal requirement. Please also let the School Office know.

We actively discourage parents from withdrawing their pupil for holiday travel or extended breaks in term time. In unavoidable circumstances, parents should write directly to the Headmaster to seek permission. Requests need to be made in good time to avoid pupils missing essential assessments, fieldwork or other key activities. Requests will not necessarily be authorised.

When parents elect to take their pupil out of School during term time, teachers are not expected to provide work and pupils may need to complete missed work in their own time upon return to School.

Absence during Assessments and Examinations

Pupils are expected to be in School when assessments take place and to complete them to the best of their ability. Naturally, regulations regarding assessments are more stringent the older the pupil is and the closer they are to being entered for external public examinations, such as IGCSE.

Once pupils have been entered for external examinations, they have to comply with regulations set by the Examination Board. Generally, pupils are expected to write the examinations, even if they are ill or injured. The School will apply for 'special consideration' in these instances. Being absent on the day of the exam or arriving late, due to oversleeping or misreading the timetable, will not qualify for special consideration. Examination fees are not refunded if a pupil is absent from the examination. Charges (for example towards the cost of invigilation) may be incurred if missed assessments need to be rescheduled.

5. Arrival at School, Absence and Timetable

Bus Transport (routes and costs per child)

In order to book transport for your child, please complete the Bus Transport form, available from the Secretary's office.

	Pick up/Drop off points	Morning	Evening
Route 1	Axminster	07.00	18.15
	Royal Oak Cross	07.20	18.00
	Shute Pillars	07.35	17.45
	Whitford	07.40	17.40
	Colyton	07.45	17.35
	Axmouth	07.50	17.30
	Beer	08.00	17.20
Route 2	Topsham	07.10	17.50
	Budleigh	07.50	17.30
	Newton Poppleford	08.05	17.20
	Sidmouth	08.10	17.15
Route 3	Honiton Tesco	07.20	18.10
	Honiton Station	07.25	18.05
	Farway	07.40	17.50
	Northleigh	07.45	17.45
	Sidbury	08.05	17.30
	Sidford	08.10	17.20

Costs

Anyone wishing to use school transport to get from a pick-up point to school or back again will be charged at 40p per mile. There will be a minimum mileage charge equivalent to 2.5 miles. The bus driver will record the bus usage on an individual basis to enable accurate charges to be levied at the end of term. Distance is calculated using Google Maps using the most direct route. All routes to and from school are capped at a maximum distance of 12 miles.

5. Timetable

Timetable

All Class Timetables can be found online at <http://sjis.edupage.org/timetable>.

5. Primary Years Programme



In line with our school Mission Statement, we aim to ‘develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning’. In order to achieve this, the children study the International Baccalaureate (IB) Primary Year’s Programme (PYP). The curriculum that supports this learning is based on a strong emphasis on skills, knowledge and understanding while every child is supported on an individual basis to reach their personal potential; academically, emotionally, socially and physically.

Class Teaching

The IB Primary Years Programme encourages the development of the child as an inquirer, both in the classroom and in the world outside. In order to plan for this learning, all classes from Reception to Year 6 at St John’s are taught by the class teacher for the majority of the day. This provides the children with a continuity and security in school time and enabling them to follow a continuous, relevant and engaging programme of activities.

The most significant and distinctive feature of the teaching for the IB Primary Years Programme is the six transdisciplinary themes.

These themes are about issues that are important to all of us. The programme offers a balance between learning about the subject areas and learning beyond them. The six themes of global significance create a framework that allows children to learn beyond the restrictions of subject areas.

Each individual theme is addressed through the six units of inquiry carried out over the school year. Each Unit of inquiry lasts for half a term. The themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

Added to this is our belief that it is essential to encourage positive attitudes towards other people, our environment and our learning. The attitudes required to achieve this are addressed explicitly within the curriculum; appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

Within the Units of inquiry, children are taught all literacy and numeracy skills as appropriate to their age as well as a science programme based on discussion, prediction, investigation and practical experimentation. Class teachers oversee the teaching of the core curriculum in order to maintain the high standards of literacy and numeracy within the school. Drama, ICT and Social Studies are all integrated into the Unit of Inquiry ensuring a local, national and global awareness and encouraging cultural understanding.

5. Primary Years Programme

St John's believes that the teaching of certain subjects can benefit from the use of specialist teachers, in order to develop the children to their maximum potential. In Reception to Year 6, these subjects are:

Physical Education (PE)
Art or DT (Years 2 – 6)
Languages
Music

IB Learner Profile

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. PYP learners strive to be:

- **INQUIRERS**—their natural curiosity has been nurtured and they actively enjoy learning
- **THINKERS**—they exercise initiative in applying thinking skills critically and creatively to solving complex problems
- **COMMUNICATORS**—they receive and express ideas and information confidently in more than one language
- **RISK-TAKERS**—they approach unfamiliar situations without anxiety and have the confidence to explore new ideas
- **KNOWLEDGEABLE**—they have explored themes that have global significance and have acquired a critical mass of knowledge
- **PRINCIPLED**—they have a sound grasp of the principles of moral reasoning and have acquired integrity, honesty and a sense of justice
- **CARING**—they show sensitivity towards the needs and feelings of others, and have a sense of personal commitment to helping others
- **OPEN-MINDED**—they respect the values of other individuals and cultures and seek to consider a range of points of view
- **BALANCED**—they understand the importance of physical and mental balance and personal well-being
- **REFLECTIVE**—they give thoughtful consideration to their own learning by constructively analysing their personal strengths and weaknesses.

5. Primary Years Programme

Parental Involvement

St John's believes in building a partnership with parents so that, together with the school and the child, parents can help the child by:

- reading to and with the child
- supporting the child's use of language
- assisting the child with research projects
- attending information sessions at school and parent/teacher interviews
- providing an appropriate setting and structured routine for doing any home learning

Trips

There are many opportunities for learning in the museums, galleries, historic buildings and through embracing the geographical diversity of Devon including the cliffs and beaches.

Visits are arranged to enhance the curriculum and classroom learning. All cost will be advised prior to the trip and, with agreement, invoiced through the pupil's school account. These visits and activities are arranged on a regular basis so that the children have an understanding of the impact of their learning in the real world.

In Years 4 - 6, the children have the opportunity to experience residential visits lasting from 2 to 5 days, with a varied programme of activities including team building.

Learning Support

St John's believes that all children should reach their full potential. When a child needs extra support, class teachers differentiate appropriately and arrange for support within the classroom as required.

Close contact is maintained with parents, form teachers and subject teachers, so that the child's progress can be monitored carefully by all concerned. If the advice of an expert specialist is required, parents will be involved in any discussions and arrangements for interviews.

5. Primary Years Programme

Music Lessons

St John's encourages the learning of musical instruments and has seen impressive development of singing and instrument playing within the school with opportunities to perform in school assembly, after school concerts and at public occasions.

The school can arrange weekly lessons for interested pupils at a competitive price with specialist teachers.

6. Collection Arrangements

End of day collection arrangements

Reception - Year 3

3.30pm on the Patio

Years 4 - 6

Either 4:00pm or 5:00pm - dependent on participation in creative activity programme, which parents/ guardians may choose for their child to opt out of on a termly basis. There will not be an earlier minibus. On Friday school finishes at 4:00pm.

Years 5 - 6

Years 5 & 6 are encouraged to attend a club every day from Monday to Friday.

All pupils will be taken to the patio area. You are most welcome to come and wait for your child on the patio. If it is raining, parents or Primary pupils should wait in the outdoor classroom. All pupils and parents should still exit school via the patio. It is assumed that all pupils will be collected by a parent or guardian unless otherwise informed. Please advise us of any changes to your child's collection arrangements. All pupils must be de-registered by a member of staff.

A member of staff will escort all pupils travelling home by school bus to the bus.

Collection of Pupils during the School Day

Should it become necessary to collect your child from school before the end of the school day, please notify the School Office, giving as much notice as possible. Your child's Tutor will be informed and they should be collected from the School Office and signed out.

Collection of a sick pupil

Any pupil who is being collected due to illness will be waiting in Matron's Room and will need to be signed out when collected.

Late Collection at the End of the Day

Please advise the School Office if you know you will be delayed. Messages will be passed on to the member of staff on duty and it is often reassuring for a child to know the reason for the delay or that a message has been received. Pupils will go to Matron. Charges will be placed on your end of term invoice.

Collection from an After School Activity (later than 5pm)

Parents will be advised where to collect your children, depending on where the club takes place. All clubs will start in the first full week of term and finish the week prior to the end of term. Signing up for a School Club is a commitment for the term and pupils are expected to attend. However, School clubs are a privilege and not a right. Should a pupil not show appropriate behaviour or commitment, they might be excluded from the activity for the remainder of the term.

Parents must report to the Secretary's Office when collecting a child outside of normal collection times and must ensure that the child has been signed out.

7. Form System Welfare, Behaviour, House System, Safeguarding

Form System

Throughout SJIS, pupils are placed under the direct care of a Class Teacher. This teacher has the prime responsibility for monitoring academic and personal progress and the welfare of each pupil in his or her form/class group. He or she is the main point of contact between school and home. Any communication about your child should start by contacting their Class Teacher. If you have concerns after discussion with the Class Teacher, please email Mr Davies regarding any academic or pastoral issues. The Deputy Head or Head may be involved if the problem still is not resolved.

Each pupil is allocated to a House on arrival at SJIS and should remain in that House throughout their school career. The house system fosters participation in the extra-curricular aspects of school life and provides a valuable element of continuity and community within the pastoral system.

Deputy Headmaster

The Deputy Headmaster has overall responsibility for pupil discipline and welfare and for leading the pastoral aspects of school life. The Deputy Headmaster is the designated officer responsible for the safeguarding of pupils. He is the school's Child Protection Officer.

Who to Contact on Pastoral Matters

All staff are available to speak to parents. Do make use of the staff email list available at the start of each year, to make contact with a staff member, or call the School to arrange an appointment. Please note that staff cannot leave a group of pupils to talk with parents on an ad hoc basis.

Concerns about day-to-day administration, morale, extra-curricular activities or work should be addressed to the Class Teacher. Parents/Guardians of boarding pupils should contact the Housemaster or Senior Matron about boarding matters in the first instance. The Headmaster or Deputy Headmaster should be informed of any major change in family circumstances.

Academic concerns can also be taken directly to the teacher concerned. If in doubt as to who to contact, it may be prudent to speak to your child's Form Teacher first.

7. Welfare, Behaviour, House System, Safeguarding Pupils cont'd.

Medical concerns can be directed to the Matron on duty, who is happy to discuss matters at any time. If it is decided that a pupil is not fit for lessons, the Matron will contact the parent or guardian and request that the pupil be collected. (Boarders may be placed in the dispensary or sent to bed.) If a pupil requires hospitalisation, they will be taken by ambulance or by other means of transport and will be escorted by a member of staff. Parents will be notified as soon as possible and the escort will stay at the hospital until he or she is relieved of duty of care by a parent, guardian or member of the boarding staff.

All pupils can take any questions or problems to their Form Teacher or to any member of staff. All staff have relevant Safeguarding and First Aid training.

Prefects, Monitors and House Captains

Elected and nominated pupils in Year 11, Sixth Form and Year 6 help in various formal and informal situations, supporting staff and pupils to promote the SJIS code of conduct and to be good role models.

The School Council represents the pupil voice and provides an opportunity for discussion about school related issues. Nominated or elected pupils represent each year group as well as day and boarding pupils. It is a function of the School Council (which is, as needed, divided into Junior or Senior meetings) to initiate change and to help promote an enjoyable and positive ethos and working environment.

Safeguarding – Safety and Welfare of our Pupils

The school is committed to the welfare, protection and safekeeping of your child. Your child has a fundamental right to be protected from harm and from all forms of abuse and exploitation and should feel safe and secure at school.

It is the aim of the school to act in your child's best interests and we will always encourage the fullest possible involvement and consultation with parents.

If your child has any concerns about their safety and welfare, they can raise these issues with the safeguarding officer. Their concerns will be taken seriously and they will be encouraged to talk and they will be listened to. The School's safeguarding officer is the Deputy Headmaster who may be contacted by any pupils during the school day.

Independent Listener

Any pupil (whether a boarder or day pupil) who would like to talk to a counsellor or independent listener, in complete confidence, may approach any member of staff for assistance in making an appointment. Meeting with a counsellor is entirely voluntary and no pupil is compelled to attend.

These sessions may incur a cost for parents.

7. Welfare, Behaviour, House System, Safeguarding Pupils cont'd.

School Behaviour – General Principles

SJIS Code

The highest standard of behaviour is expected from all pupils. Care and concern for the individual is paramount in all matters. Antisocial behaviour is not tolerated. Courtesy and respect for other people and their property is to be shown at all times.

In order to work together at SJIS, pupils should:

- **Respect other people, show care and consideration**
- **Dress smartly**
- **Keep rooms and areas tidy and litter free**
- **Behave in an orderly and safe way**
- **Listen when others speak**
- **Always aim for high standards in all that they do**
- **Always support and encourage the efforts of others**

At SJIS, behaviour is based on the principle of RESPECT:

- R Recognition and rewards**
SJIS promotes good behaviour through a system of recognition and reward.
- E Environment**
We want to work in a school that is clean, pleasant and safe.
- S Self-Discipline**
We should take responsibility for our behaviour, appearance, organisation and belongings.
- P Partnership**
There is a strong partnership between home, school and the community and between our international friends.
- E Expectations**
SJIS has a high expectation of all its pupils and will provide a challenging, relevant, appropriate and interesting curriculum.
- C Consistency**
All pupils will be treated fairly. Rules and sanctions will be used clearly and consistently.
- T Treat others as you would be treated**
Treat one another with politeness, courtesy and respect.

8. Discipline, Anti-bullying, Homework

Rewards

At SJIS, 'catching a pupil being good' underpins daily life and progress. There are reward systems in place, which start in the classroom with stars which go towards individual records as well as towards the House points. The Houses are in a competition to win various cups at the end of term 3, awarded at Speech Day. House points may also be gained at inter-house sports, music, drama, general knowledge and/or other competitions.

For outstanding work, behaviour or attitude, a Token may be awarded combined with recognition in the weekly celebration assembly. These attract two House Points.

- After 50 stars in the Junior School (up to Year 6) a bronze merit badge is awarded.
- After 100 stars in the Junior School a silver badge is awarded and the bronze merit badge is returned to the school
- After 150 stars in the Junior School the silver badge is exchanged for a gold merit badge –which the pupil is allowed to keep.

The system continues with every additional 50 stars to gain 'Super' bronze, 'Super' silver and 'Super' gold. All gold merit badges may be retained by the pupil, however, they should be removed from blazers at the start of the new school year.

These merit badges are awarded in the celebration assembly. Parents are welcome to attend these assemblies which take place on Friday mornings.

Sanctions

Although the school will always try to resolve problems in a constructive and supportive way, sanctions are sometimes necessary.

Detention

In the Junior School, we believe that most incidents can be dealt with through guidance and discussion. After fair warnings, failure to reach the standards of work or behaviour expected in school will result in reprimands called a B1. These are very rarely used but may be introduced from Year 3. Three reprimands will lead to a lunchtime 'time-out'. 5 occasions of a B1 result in a lost break time. In repeated cases of misconduct, parents will be informed and they will be involved in resolving the difficulties.

We regard detention as a very serious matter and pupils are likely to be interviewed by the Headmaster or, in their absence, by the Deputy Headmaster. Parents will be informed and the situation discussed. Remedial strategies will be agreed and the situation carefully monitored.

8. Discipline, Anti-bullying, Homework cont'd.

Progress Reports and Exclusions

No action along these lines will be taken without discussion with parents/guardians.

There are times when a pupil may be placed 'On Report'. This means that they are monitored during each lesson and have to report daily to their Form Teacher, the Deputy Headmaster or Headmaster.

Exclusions may be issued in response to a serious one-off incident, or if a pupil frequently disrupts the learning of others, or are rude or abusive to staff or other pupils. This is very serious. Exclusion may be temporary, or, following a disciplinary process, permanent. Exclusion could involve being kept apart from other pupils (such as play times and activities), exclusion from lessons (when work is done on their own, under supervision within School), exclusion from boarding or being 'suspended' from all School lessons, activities and boarding.

In some instances, as a serious consequence, a contract is issued before permanent exclusion from the School is considered. This must be signed and agreed with by the pupil and parent/guardian and are devised individually.

Anti-bullying

"Bullying may be defined as: behaviour by an individual or group, usually repeated overtime, that intentionally hurts another individual or group, either physically or emotionally." All our pupils have a right to an education in a place where they feel safe.

At St John's International School, we always treat bullying, including allegations of bullying, very seriously.

Bullying includes:

- Being called names
- Being teased
- Being pushed or pulled about
- Having possessions taken or damaged
- Having rumours spread
- Being ignored or left out
- Being hit, pinched, kicked, bitten or physically hurt in any way
- Being threatened, intimidated or frightened
- Using any form of technology to carry out the bullying/cyber-bullying
- Racism

If pupils are being bullied or they think someone else is being bullied, either in or out of school, they are encouraged to speak to someone they trust. This may be an older pupil, Tutor, parent, teacher, Matron or other member of staff. At St John's International School we will always listen and act swiftly and appropriately. This along with other key policies is published on the school website.

8. Discipline, Bullying, Homework cont'd.

Independent Study/Homework/Prep

Homework/prep increases as the pupil progresses through the School. Initially, it will include reading, tables, spellings and occasional tasks.

Children in Years 3-4 have either a creative activity or prep from 4.00 – 5.00pm in school. We have a policy of no homework, other than reading, spellings, times tables or child-led inquiry.

As part of the IB Primary Years Programme (PYP), pupils are expected to take an interest in their Inquiry work outside the classroom. Please encourage your child to find out more information or discuss their learning, furthering their thinking and understanding at home.

The pace of our School day is demanding and we understand that children should have an opportunity to unwind and play. Whilst we would be pleased for any child to be encouraged, there is no need for any child in the primary school to feel pressure to work long hours outside of school hours.

9. Reporting and Assessment

Assessment

Pupils will carry out assessed work every term, which will be used to inform planning for the subsequent term. This work will not necessarily be in the form of a formal assessment. The older pupils will also be given opportunities to evaluate their own work in order to set targets.

In Term 3, all pupils will complete formal assessments in order to obtain an indication of progress and highlight any areas for concern.

St John's International School pupils complete InCAS tests in Years 1-6.

Reception carry out 'BASE' tests at the beginning and end of the year.

Reporting

The teachers can be available by appointment at any time to discuss concerns or progress of your child. However, each year, there will be a number of reporting opportunities.

October	<i>Parents' Evening</i>	15 minute meeting with the Form teacher.
December	<i>Pupil Led Reporting 1</i>	An invitation to meet your child in the classroom where they will show parents their work.
February	<i>Mid Year Reports</i>	There will be a report of the pupil's work prepared throughout the year with an indication of progress against subject objectives, effort and future targets, given to Parents at the end of the year. In February, a report indicating the current performance against subject objectives for the year will be sent home.
March	<i>Pupil Led Reporting 2</i>	An invitation to meet your child in the classroom where they will show parents their work from Term 2.
	<i>Parents' Evening</i>	15 minute meeting with the Form teacher to look at progress and targets.
July	<i>Pupil Led Reporting 3</i>	This will also be an opportunity to see the end of year Portfolio and for the children to share their learning during Term 3.

Final Portfolios will be sent home at the end of Term 3.

9. Reporting and Assessment cont'd.

Contact details Junior School Teachers 2016-17:

Mr Burgess:	mike.burgess@iesmail.com
Mrs A Beament	antoinette.beament@iesmail.com
Mrs M-C Bracier	mariechristine.bracier@iesmail.com
Mrs A Cheeseman	antonia.cheeseman@iesmail.com
Mr A Davies	andrew.davies@iesmail.com
Ms K Harlond	kim.harlond@iesmail.com
Miss K Knott	katharine.knott@iesmail.com
Miss J Lee	jacey.lee@iesmail.com
Mr C Salmon	clive.salmon@iesmail.com
Mr R Tasker	rob.tasker@iesmail.com
Mr J Yeabsley	james.yeabsley@iesmail.com

10. Extra-curricular Activities

A major part of a pupil's personal and social development comes from his/her involvement in extra-curricular activities.

Through participation, a pupil develops a sense of responsibility, develops new skills and learns to be part of a team, and generally widens his/her horizons.

The many activities SJIS has to offer enable a pupil to:

- Join clubs and societies
- Represent their Form, House or the School in sport or other competitions
- Be a member of the School Council
- Raise money for the School charity
- Take part in recitals and concerts
- Contribute to drama productions and art activities
- Take part in expeditions, journeys and foreign exchange/visits

At SJIS, we endeavour to offer as many and varied activities as possible. All pupils are given the opportunity of signing up for an activity at the start of each new term.

The activities are privileges, not rights, and if the pupil does not behave in the appropriate manner the privilege may be withdrawn. All activities will begin in the first week of term. During the final week of term, there will be no extra-curricular activities unless otherwise stated.

How to Sign Up

At the start of each term – with your child's class teacher. Parents may encourage their pupil to join clubs but the pupil needs to take the responsibility to participate. Lists of choices are made available before the start of term.

Sports Fixtures

Any pupil may be asked to participate in a sports team. Lists are posted in the main office and the sports staff when necessary will arrange transport. A general letter of indemnity will need to be signed by the parent at the beginning of the school year to allow their child to participate and be transported.

At SJIS, we encourage as many pupils as possible to participate in matches although teams are selected for competition and parents need to accept that some pupils might represent the school and the sport better than others might.

The School Office will always know at what time the pupils will be back at school after a match. Pupils will have the responsibility to inform parents if they are involved in a match either "At Home" or "Away".

11. Getting Organised – equipment, kit etc.

All possessions and items of clothing must be clearly marked with the pupil's surname. These will be checked.

School book bags may be ordered from School. Plain black bags are preferred.

Uniform and Sports Kit (See Appendices for details)

The correct uniform is to be worn as per the School List and all items must be clearly labelled.

PE and Sports equipment should be brought in to School on a Monday morning and locked away appropriately. Clothing should be taken home on Fridays to be washed.

PE Kit, 'hoodies' and 'joggers' may not be worn in lessons. If a pupil is leaving School early for a Sports' Fixture, a School tracksuit may be worn to afternoon lessons.

Casual uniform ('hoodies' and 'joggers') that is worn at break and lunch times, may be worn to Music, Art and DT lessons with the teacher's permission to prevent School Uniform from being damaged.

Stationery and Equipment

Workbooks, exercise books, paper and textbooks are issued to pupils.

Replacements needed due to pupil carelessness or neglect may be charged to the parent or guardian's account.

All pupils should have the following in a suitable pencil case (or cases) in each lesson:

- HB Pencil
- Eraser
- 30cm ruler
- Sharpener
- Glue stick
- Coloured pencils
- USB Memory Stick

In addition, pupils in Year 4 and above need:

- Writing pen (blue or black ink) a fountain or roller ball pen is preferred
- Erasable ink pens may not be used in assessments
- Geometry Set
- Small, child-friendly scissors
- A good dictionary
- Dictionary of Translation (EAL pupils)

11. Getting Organised – equipment, kit cont'd.

Food and drink must not be brought into School. Break, Lunch and Afternoon Tea are provided for all pupils. In very warm weather, a bottle of water may be carried by pupils, but must be securely sealed when not in use to prevent damage to books and electrical equipment. This should be left in the classroom in a designated area.

School equipment (including textbooks, library books, equipment in the science lab, computers, musical instruments, props and costumes, sports equipment, crockery, cutlery etc.) must be used in a responsible and respectful manner. Any losses, damages and breakages will be billed to the parent or guardian's account.

Mobile phones are not permitted in School. Should a pupil need to bring one in, it should be handed to the School Office and may be collected at the end of the School Day. Similarly, electrical devices such as iPods or gaming consoles are not permitted in School.

Please be reminded that any loss of, or damage to, personal property is not covered by our insurance.

Money that needs to be paid to the Finance Office should always be sent in a sealed envelope with the pupil's name and details regarding payment clearly written on the front.

School uniform is available to be purchased online from www.johnlewis.com and select Uniform by School.

Please order in advance to ensure timely delivery before the start of term. Please call the School Office with any questions.

General School Uniform

School waterproof

Navy school blazer with logo

Grey regulation school trousers with grey ankle socks

or

Grey regulation shorts with navy blue knee socks

Plain leather belt (optional)

Navy v necked pullover with logo

White long sleeved shirt (winter), white short sleeved shirt (summer)

School tie

Black leather lace up school shoes

Bring to Term

School jogging bottoms

School hooded sweatshirt

Trainers for outdoor wear - essentially white or black (these can be the same trainers required for outdoor sports)

No coloured trainers please.

Sports Clothing

(Compulsory)

SJS hooded sweatshirt

SJS zipped track suit bottoms

SJS joggers

SJS PE shorts

SJS PE shirt

White PE socks

2 pairs trainers

- one white indoor (non marking soles)

- one black outdoor

Towel with hanging loop

(Optional)

Base Layer

White Polo

Yr 2 and above for Terms 1 & 2

SJS Rugby Shirt

SJS Rugby Shorts

SJS hooded socks

Football boots with additional rugby safety studs

Shin pads

Gum shield

(We advise that these are fitted by a dentist and replaced regularly).

Optional

Hockey stick

Summer only (all years)

Swimming trunks - navy

Swimming sandals or flip flops

Swimming hat - in house colour (red, yellow, green and blue)

Navy sports bag

Wet swimming bag

Tennis racquet (only if needed)

Athletic spikes

(if requested by sports coach)

Cricket trousers (Yr 2 & above)

Cricket briefs (Yr 5 & above)

White outdoor trainers for cricket

JUNIOR SCHOOL UNIFORM

BOYS (YR 3 UP)

2016/17



Appendix ii - Uniform List for Girls

School uniform is available to be purchased online from www.johnlewis.com and select Uniform by School.

The only exception to this is the Girls' Skirt which is available from Matron. Please contact Sarah Rowe on sarahrowe@leamail.com or make an appointment to see her in school for measuring.

Please order in advance to ensure timely delivery before the start of term. Please call the School Office with any questions.

General School Uniform

School waterproof

Navy school blazer with logo

Regulation Kit

- with bib straps (up to KS2)

- without bib straps (KS2 and up)

Navy v-necked pullover with logo

White open neck blouse

Black leather lace up school shoes

Winters

Navy blue tights or navy blue knee-length socks

Summer

Navy blue knee-length socks or white ankle socks

Break Time

School jogging bottoms

School sweatshirt

Trainers for outdoor wear - essentially white or black (these can be the same trainers required for outdoor sports)

No coloured trainers please.

Sports Clothing

SJS hooded sweatshirt

SJS zipped tracksuit bottoms

SJS joggers

SJS games skirt

SJS PE shirt

White PE socks

2 pairs trainers

- one white indoor (non-marking sole)

- one black outdoor

Towel with hanging loop

Yr 3 and above for Terms 1 & 2

SJS girls PE shorts

SJS hooped socks

SJS base layer

Football boots

Shin pads

Gum shield

(We advise that these are fitted by a dentist and replaced regularly)

Optional

SJS Rugby Shirt (unisex)

White polo

Summer only (all years)

Swimming costume - navy

Swimming sandals or flip flops

Swimming hat - in house colour (red, yellow, green and blue)

Navy sports bag

Wet swimming bag

Tennis racquet (only if needed)

Athletic spikes

(if requested by sports coach)

JUNIOR SCHOOL UNIFORM GIRLS (YR 3 UP) 2016/17



Appendix ii - Uniform List for Boys and Girls - Reception to Yr 2

School uniform is available to be purchased online from www.johnlewis.com and select Uniform by School.

The only exception to this is the Girls' Skirt which is available from Matron. Please contact Sarah Rowe on sarah.rowe@leam.nott.sch.uk or make an appointment to see her in school for measuring.

Please order in advance to ensure timely delivery before the start of term. Please call the School Office with any questions.

General School Uniform

School waterproof

Navy school blazer with logo

Navy v-necked pullover with logo

Girls

Regulation Kit

- with bib straps (up to KS2)

- without bib straps (KS2 and up)

White open neck blouse

Winter

Navy blue tights or navy blue knee-length socks

Summer

Navy blue knee-length socks or white ankle socks

Boys

Grey regulation school trousers with grey ankle socks

or

Grey regulation shorts with navy blue knee socks

White long-sleeved shirt (winter), white short-sleeved shirt (summer)

School tie

Black leather lace up school shoes

Break Time

School jogging bottoms

School sweatshirt

Trainers for outdoor wear - essentially white or black (these can be the same trainers required for outdoor sports)

No coloured trainers please

Sports Clothing

SJIS hooded sweatshirt

SJIS joggers

SJIS PE shirt

SJIS PE short

2 pairs trainers

- one white indoor (non-marking soles)

- one black outdoor

Optional

Track suit bottoms (Year 2 only)

Rugby Shirt (Year 2 boys only)

Hooped Socks (Year 2 only)

Summer only (all years)

Swimming costume - navy

Swimming sandals or flip flops

Swimming hat - in house colour (red, yellow, green and blue)

Navy sports bag

Wet swimming bag

Tennis racquet (only if needed)

Athletic spikes

(if requested by sports coach)

JUNIOR SCHOOL UNIFORM

BOYS & GIRLS RECEPTION - YR 2 2016/17



Appendix iii - Additional items for both Boys and Girls

Marking of Sports Kit

The new Sports Kit requirement is included on our Uniform lists on the previous pages.

All kit must be marked with the pupils' initials as per our guide below.

Letters can be applied by Tony Pryce/Intersport in Exeter (Guildhall).

This service costs £0.70 per letter. If you have a number of items that require lettering, please allow time to leave the garments with them for a few hours. Alternatively, if the shop is not busy they may be able to letter one or two items while you wait.

Other

Wellington boots (to be brought to school when needed for field trips etc.)
Strong key ring that can be attached to clothing.

Clothing

All articles must be clearly marked with the child's name in woven name tapes. Tapes may be ordered through the school - please allow two weeks for delivery.

Footwear must be clearly marked on the tongue - name tapes can often be sewn to tongues of trainers.

All articles hung on pegs must have a strong loop - anorak, sweatshirt, joggers and towels.

Games clothing should be marked on the inside and outside for easy identification.

Shirts - outside left breast.

Shorts - outside lower left leg

Lockers & Padlocks

All pupils are provided with a locker in the Sports Hall once they enter Year 3. Each pupil should bring their own combination padlock to school. This should be no smaller than 35mm.

Watches

Watches may be worn to school but only if clearly engraved with your child's name on the back.

Appendix iv - Working in Design & Technology Rooms

Rules for working in Design & Technology rooms

The Design and Technology Department wants you to remain safe whilst you are in the Food and Resistant Materials Rooms. You are at risk if you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Please take care to read the following rules and abide by them.

1. Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats outside on the hooks.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission.
3. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection. Tie back your hair and wear an apron.
4. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
5. Report any cuts or abrasions to your teacher. If a chemical splashes on your skin, wash the affected area at once with lots of water. Tell your teacher.
6. Report any spillage of any substance to your teacher immediately.
7. Know where the emergency stop buttons are positioned in the workshop. If you see an accident, you can use the button to turn off the power tools.
8. Keep hands away from moving/rotating machinery. Keep both hands behind the cutting edge when using hand tools.
9. If fabric appears to be stuck in the machine or it won't sew, stop immediately. Continuing to try and sew could cause the needle to break. This can be dangerous.
10. Only ONE person is allowed on a sewing machine at a time.
11. Do not talk to the person using any machine. Let them concentrate.

Appendix iv - Working in Design & Technology Rooms

(copy of letter sent to all parents)

Dear Parents/Guardians

I am writing to advise you of the use of hand tools and power tools in Design and Technology room: primarily for Resistant Materials and Food lessons. Teachers will be demonstrating the safe and appropriate use of the room and equipment in lessons. Additionally, we will be asking your child to sign a form to acknowledge their training.

We would be grateful if you could take a few minutes to peruse the rules attached and discuss these with your child. We shall be highlighting these in lessons. Discussion of expectations is vital as it is of the utmost importance that we establish a safe working environment.

Your child may use the following hand and power tools – coping saw, junior hacksaw, measuring and marking equipment, plane, file, bradawl, hand drill, pillar drill, scroll saw, belt-sander, knife, peeler, grater, electric hand-held blender, oven, hob and sewing machine.

Please do not hesitate to contact the Design and Technology teachers if you require further information. Please sign the form below and return it to the school office to show receipt of this letter.

Yours sincerely

Mike Burgess
Headmaster

St John's International School: Design and Technology Room Rules

I acknowledge receipt of this letter, regarding the use of hand tools, power tools and other equipment in Design and Technology lessons.

I give my permission for _____ to use the tools and machinery in the Design and Technology rooms.

Signed: _____

Date: _____

Please print name: _____

St John's International School Computer Acceptable Use Policy – Pupil Contract

The school network and the larger Internet offers a 'global community' of diverse and unique resources that pupils can use to promote communication, reasoning and problem solving, personal development and social responsibility. It is expected that pupils who use the St John's computer network will do so in a way that is consistent with, and related to, the educational mission of the school community.

- No pupil shall deliberately damage school computers or software. This includes vandalism, "hacking", wasting resources and spreading computer viruses. Pupils and their families will be responsible for the repair or replacement of damaged equipment
- No pupil shall deliberately access educationally inappropriate materials or show others how to do so. This includes, but is not limited to, obscene and pornographic materials, sites promoting hate groups or violence, the use of illegal or controlled substances, or dangerous materials (such as bombs or weapons)
- All pupils shall respect and uphold copyright laws regarding copies of software, text or graphics
- Illegal activities are strictly forbidden
- No pupil shall participate in hate mail, harassment, discriminatory remarks and other antisocial behaviour, including, but not limited to, profanity, obscenity, bigotry and 'flaming'
- Use of another user's login password, or allowing another user to use one's login password, is strictly prohibited
- Computer gaming is not allowed during school hours, unless the games are part of the teaching programme and the pupil has been given appropriate authorisation
- Accessing and using Instant Messaging, Chat rooms and Social Networking sites (e.g. Facebook, MySpace) is prohibited
- All pupils shall practice courtesy and respect for the rights of other users
- Users of the St John's computer network can and may be monitored and observed by the system administrator and staff
- Users who have questions regarding appropriate use should ask a Teacher or the system administrator before accessing materials
- Mobile phones are strictly forbidden within school hours
- School laptops may only be used with appropriate authorisation and supervision from a member of staff. Laptops must be transported from room to room using the bags provided

The use of the St John's computer network is a privilege, which may be revoked at any time for abusive conduct as outlined herein, as defined by school discipline policy, or as determined by the staff, system administrator or administration. Should a pupil user commit any violation, or engage in activities judged by the system or school administrators to be inappropriate usage, access privileges may be revoked, school disciplinary action may occur and/or appropriate legal action may be taken.

Appendix v - ICT Policy

St John's International School - Computer and Network Acceptable Use Policy

In order for a pupil to be allowed access to school computers and the school network, this form needs to be completed and returned to school.

As the parent or guardian of this pupil, I have read the St John's Computer Acceptable Use Policy. I understand that this access is designed for educational purposes and have discussed with my son/daughter what we, as a family, consider appropriate and inappropriate use of this resource. I recognise it is impossible for St John's International School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Pupil name: _____ **(please print)**

Year: _____

Pupil signature: _____

Parent/Guardian name: _____ **(please print)**

Parent/Guardian signature: _____

Date: _____

Where do I get a list of School Uniform?

There is a list in your welcome pack or please ask in the School Office.

What time does the school day start and finish?

Pupils can arrive at school from 8.00am. Pupils should make their way to the Library where they will be supervised. Registration will take place at 8.25am in their classroom.

End of day collection arrangements at 3.30pm (Rec-Yr 2) and at 4.00pm or 5.00pm (Yr 3 -4), 5.00pm (Yr 5 – 6) and 5.00pm (Year 7 and above). (See detail in Section 6). On Friday, school finishes at 4.00pm. School finishes at 12.30 at the end of term.

Where do I collect my child at the end of the school day?

All pupils will be taken to the patio area. You are most welcome to come and wait for your child on the patio. If it is raining, primary school parents should wait in the chapel. It is assumed that all pupils will be collected by a parent or guardian unless otherwise informed. Please advise us of any changes to your child's collection arrangements. All pupils must be de-registered by a member of staff.

All pupils who will be travelling home by school bus will be escorted to the bus by a member of staff.

On which days is school assembly/chapel/awards assembly held and can I attend?

A class assembly is held at certain times during the school year which is advertised in the term calendar. If your child is performing or involved in the assembly, parents are welcome to attend. A weekly Celebration Assembly is held on Fridays – parents are welcome to attend if they know that their child is being awarded something. This assembly is where match reports are also given. If your child is awarded something at an out of school club, we enjoy presenting this at this assembly as well to mark their achievements. Parents are asked to stay until the end of any assembly rather than leave in the middle of it. Coffee is available for parents in the school library after this Assembly.

Is there a school transport service?

Yes, please see letter in your welcome pack or speak to the School's Transport Manager who organises the school transport.

Where can I see the menus for each week?

The menu is displayed on lower corridor outside the kitchen – the menu is also printed weekly in advance in the Blazer Post and published on our website

Appendix vii - Food Allergy Disclaimer

The School may provide or offer food to its pupils, staff and visitors directly, through catering service providers or through vending machines, where applicable. The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers on the severity of food allergies.

Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the School's premises will be identified and/or labelled, and if so, there is always a risk of cross contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation or substitute at any time, without notice.

Consumers that are concerned with food allergies need to be aware of this risk.

Pupils/ Staff with life threatening food allergies who may need to use an epi-pen should be carrying their own. Please take note that the school's staff is not necessarily trained to administer epi-pen.

The School can not assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at the School's establishments or purchased in the School by the pupils / staff or visitors.