
Year 7 to 13 Parent & Pupil Handbook

An introduction to Year 7 to 13 at
St John's International School,
Sidmouth

September 2016

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The School Office will be 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 Allen** (Housemaster)
- **Mr R Gil Alvaro** (Spanish, Boarding)
- **Mrs A Beament** (Art)
- **Mrs S Chamberlain-Keen** (Head of Humanities, Geography)
- **Mrs A Cheeseman** (SEN Co-ordinator)
- **Mr H Cuatero** (Spanish)
- **Mrs S Dunster-Ashworth** (Curriculum Co-ordinator and Assistant Examination Officer, Mathematics & Science)
- **Mr D Geeves** (IT, Physics)
- **Ms S Hodgetts** (EAL)
- **Tracy Kensdale** (Science Technician)
- **Ms K Larby** (Head of EAL)
- **Miss J Lee** (Head of Games, Assistant Housemistress)
- **Mr C Logan** (Head of English)
- **Mrs V Maltby** (Russian)
- **Mr R Powell** (PE, Graduate Teacher)
- **Mrs H Rice** (Humanities and French)
- **Mr C Salmon** (Director of Music and Year 3/4 Teacher)
- **Mrs A Searle** (Head of Mathematics and Exams Officer)
- **Ms A-R Sharp** (PE, Boarding)
- **Mr G Shaw** (Humanities Teacher)
- **Mr R Tasker** (Housemaster and Head of Pastoral)
- **Mrs M Van der Giezen** (Head of Science, Food & Nutrition)
- **Ms A Walpole** (Chinese)
- **Mrs E Wrigley** (Art & DT)

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 Alison Foster Library where they will be supervised
- 8.15am: Pupils go to classrooms
- 8.25am: Registration in Tutor groups

Pupils are to enter school through the patio doors. Mobile phones must be handed in to the Form Teacher. The doors onto the patio will be locked from 8:25am.

Late Arrivals

Pupils who arrive at school after 8.25am 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 Tutor is essential and is kept on file. This is a legal requirement. The School Secretary should also be advised.

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.

It is the pupil's responsibility to ensure that any missing work is done in the event of any absence.

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

Sixth Form pupils (only) are permitted to leave School during the day - provided they attend am and pm registrations as well as all lessons and tutorials.

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 or A Levels.

5. Arrival at School, Absence and Timetable

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.

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

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

6. Collection Arrangements

End of day collection arrangements

The School day ends at 17.00 (Monday to Thursday) and 16.00 on Fridays. At that time, any pupils travelling home by school bus congregate in the chapel. A member of staff will escort all pupils travelling home by school bus to the bus.

Years 7-9 meet their parents on the patio and pupils in Year 10 and above need to sign out on the top corridor before leaving.

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. If it is raining, pupils will be advised to go straight to the car park. Alternatively, parents can wait in the outdoor classroom.

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

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. Welfare, Behaviour, Tutor & House System, Safeguarding Pupils

Tutor System

Throughout SJIS pupils are placed under the direct care of a Tutor. In the Senior School, tutor groups are organised according to year groups. Each tutor group is managed by a small team of staff. The Tutor has the prime responsibility for monitoring academic and personal progress and the welfare of each pupil in his or her group. He or she is the main point of contact between school and home. Any communication about your child should start by contacting their Form Tutor.

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.

Headmaster

The Headmaster has overall responsibility for pupil discipline and welfare and for leading the pastoral aspects of school life. The Headmaster is the designated officer responsible for the safeguarding of pupils.

Pastoral Care

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 Form Tutor. Parents/Guardians of boarding pupils should contact the Housemaster or Matron about boarding matters in the first instance. The Headmaster or Deputy Headmaster should be informed of any major change in family circumstances.

Academic Matters

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 Tutor first. Mrs Ward is the academic co-ordinator for Y7-13. She can be contacted with any academic concerns, including options and exam entries.

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 put 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 Tutor or to any member of staff. All staff have relevant Safeguarding and First Aid training.

House Captains and School Council Representatives

Elected and nominated pupils help in various formal and informal situations, supporting staff and pupils to promote the SJIS code of conduct and to be good role models. In the tutor system there are a broad range of opportunities for pupils to foster leadership and communication skills.

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 to initiate change and to help promote an enjoyable and positive ethos and working environment.

Prefects are also nominated from the pupils in Year 11 and above and apply for particular areas of responsibility, such as Junior School liaison, sport, charity, boarding etc.

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 or any member of staff. 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 Head 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. Posters are displayed in the Matron's room and in every dormitory.

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. Praise, Rewards and Sanctions Policy

Praise, Rewards and Sanctions Policy

Rationale

It is the responsibility of all teaching staff to ensure that the school's praise, rewards and sanctions policy is applied fairly and consistently, without regard to race, gender or seniority and should be consistent from person to person and from occasion to occasion as far as is possible given that each case is reviewed on its merits.

It cannot be overstated that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of pupils is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between pupils and between staff and pupils will lead not only to harmonious relationships but also to the fulfillment of the pupils' academic and social goals.

Praise and Rewards

It is important that praise and rewards should always outnumber sanctions and that praise for good work or behaviour should be given as often as possible. Praise should always be given in equal measure to all pupils and we fully support the idea of 'intrinsic motivation' where pupils should be encouraged to succeed 'for their own sake' rather than necessarily for any tangible reward.

Praise and reward should be expressed by:

1. Verbal and written means
2. House Points (see new rewards system below)
3. Work put on display
4. Letters, phone calls and text messages to parents
5. High grades on reports
6. Comments made in the written report to parents
7. Certificates presented in Celebration Assemblies
8. House Cup awarded at Speech Day
9. Individual prizes awarded at Speech Day
10. Sports Colours
11. Music certificates

House Point Rewards System

From September 2013 a new system of praise and rewards comes into effect replacing the existing house points and token system. Each pupil is given a house coloured card bearing their name and a grid containing ten boxes. Subject teachers sign one, two or three boxes depending on the merit of each pupils' work (three seen as a maximum for any piece of work). Completed cards go to the Deputy Head and are placed into a draw. At the end of each half term (during celebration assembly) three cards are drawn out and three prizes awarded (in descending amounts). Suggested prizes include iTunes vouchers or other shop vouchers. Winning houses are awarded a non-uniform day each term and the overall winning house for the year earns an excursion off site in Term 3.

8. Praise, Rewards and Sanctions Policy

The benefits of this system are as follows;

- Material rewards will override peer group pressure not to collect house points
- All pupils can potentially win the top prizes regardless of their academic ability
- The rewards are meaningful for pupils. Although this system appeals to pupils' materialism, evidence suggests that this actually works and has a positive effect on school work.
- Pupils completing the most cards (gaining the most house points) can also be praised for their endeavours separately.

Letters Phone Calls and Text Messages

Letters are seen as a positive and discrete way to praise pupils for their work and conduct. Each department will be responsible for creating their own letter template and sending letters of commendation (or department certificates) home to parents at their discretion. If departments choose to, they may do this at the end of each half term.

Members of the Senior Leadership Team may also send similar letters of commendation home to parents at their discretion to praise work, academic achievement or any other aspect of a pupil's progress. Phone calls or text messages may be used in a similar way.

Colours

School Colours are awarded to children who have excelled and shown great commitment in sport. Children are given a special school tie which they may wear. These awards are made entirely at the discretion of the PE Department.

Music Awards

The school operates its own music certification scheme as well as the standard grade exams which the children are encouraged to take. Many opportunities are provided for all musicians to perform in assemblies and on other occasions, promoting the value of music within the School.

Speech Day and Prize Giving

A number of academic, sporting, musical and community-based prizes are awarded annually at Speech Day in July of each year. Subject teachers and other boarding staff all participate in the selection of pupils for these awards and meetings are held where consensus is reached.

8. Praise, Rewards and Sanctions Policy

Sanctions

At St John's we are committed to establishing a learning environment that promotes positive behaviour and relationships where children treat each other with care and respect.

High standards of behaviour and a good attitude towards peers, school staff and the whole learning process are expected at all times. A combined effort from all members of staff should result in maintaining and even strengthening these standards of behaviour. With a consistent approach by all members of staff, pupils will more readily meet the targets set. The children should not mistake our family approach as being too casual and relaxed that they become over familiar with any members of staff. Staff should never turn a 'blind eye' to any incident which deserves recognition; a quiet word is often more effective than a raised voice. We handle issues of behaviour in ways appropriate to a child's stage of development and level of understanding. Therefore the policy in our EYFS will differ from the PYP and again from the Senior School.

In the Senior School we believe that:

- Sanctions must always be reasonable, never cruel or humiliating.
- Sanctions should never breed resentment
- Collective punishments should be avoided
- Suspicion should never be punished
- Public denouncement is destructive
- Where possible, the punishment should fit the crime (if a pupil draws on a desk, they should be made to clean the desk)
- Punishments for poor behaviour should not involve written work related to particular subjects (essay writing may undermine the English Department etc.)
- Punishments, where possible, should emphasise the idea of 'community' and how one's actions can be harmful to the school community

Staff Responsible

In all situations, it is primarily the duty of the teacher present to deal with poor behaviour or conduct before passing the matter on to form teachers or Head of Pastoral. Invariably, the vast majority of incidents can be dealt with 'on the spot' and staff are encouraged to use their own discretion to implement an appropriate sanction.

Immediate sanctions would include:

- Moving a pupils to another area of the classroom.
- Written or verbal apologies
- Loss of a lunchtime break to complete work unfinished in the lesson or for prep (subject teacher detention, discretionary)
- Any appropriate task, preferably community based

8. Praise, Rewards and Sanctions Policy

Longer Term Sanctions would include:

- Formal detentions (with Head of Pastoral)
- Daily Target Card (issued by the Form Tutor. Parents would be notified of this)
- Removal from lessons for a short time (supervised by another member of staff)
- Removal from teams or other activities (such as boarding outings or fixtures)
- Assistance in regular duties or tasks given by colleagues.

Serious Sanctions would involve:

- Reporting to Head of Pastoral/Head of Studies
- Meetings with parents
- Headmaster's detention

Final Sanctions would include:

- Headmaster and Board of Trustees to decide final sanctions

Informing Parents by Letters and Phone Calls

Parents will be informed at all times about continued behaviour or work related issues (not just an isolated incident). In the first instance, Subject Teachers will contact parents about individual subject concerns, with Form Tutors and Key Stage Leaders only becoming involved for more persistent problems.

In the first instance, Subject Teachers will telephone home to discuss any work or behaviour concerns (eg. prep hasn't been completed on several occasions). If problems become more persistent, a department letter (checked by the Head of Studies or Head of Pastoral) may be sent to highlight any issues. At this stage, the Head of Studies or Head of Pastoral may need to intervene if similar problems exist in other subjects and take appropriate action.

Parents' evenings and written reports should not be the first time parents have been informed about ongoing concerns and it is the duty of all staff to keep parents up to date.

8. Reporting and assessment

Independent Study/Homework/Prep

Independent study is necessary and important. Any work set to be completed independently (or in small groups) must be handed in on time.

Pupils' planners are designed to help plan prep and keep check to ensure it is up to date. The intention is that prep is completed on the first day it is set; it is easier to remember while it is still fresh in a pupil's mind. A pupil should find somewhere at home or in boarding that is as quiet as possible and complete their work as part of a routine.

The pace of our School day is demanding and there is the expectation that pupils will be able to work independently, whether at School or at home. Pupils should have their own work space which is clutter-free (and distraction free), well lit and quiet.

Pupils in Years 7-9 should spend at least an hour each school night working independently on tasks set by teachers. Pupils may have a supervised prep session in which to complete the bulk of their prep.

It is better to work in short, regular sessions rather than in one long session such as a Sunday evening or before school on Monday.

From Year 10 (the start of IGCSE courses) staff set work as is necessary and it is expected that at least two preps a week should be given per IGCSE subject and that may well result in two 'second preps' each day.

In Years 7-11 there is an increasing demand to do independent research, and time must be allowed for this in their "free" time.

All pupils are expected to have a book they are reading - whether issued by their English teacher, chosen from the library or on an e-reader. Reading widely is a sound foundation for academic success.

The amount of independent work expected in the Sixth Form is far greater. Effective study habits and self-discipline are essential.

Once pupils are entered for external examinations, generally from Year 11 (IGCSE), they must ensure that they are familiar with the assessment requirements and guidelines for each syllabus they are studying.

9. Reporting and Assessment

Reporting and Assessment

We follow a pattern of continuous assessment, where all aspects of learning are evaluated. Each pupil's progress is recorded and reported to parents each term. The report conveys information on the quality of the pupil's work in terms of concepts, skills, attitudes and values.

At regular intervals, pupils are required to review their own progress and to set targets and goals. Reports (reviewing general progress, attitudes to learning and pupil reflection and targets) are issued regularly in the course of the School year as well as two Full Academic Reports. Formal assessments take place regularly, as well as standardised tests and mock examinations benchmark pupils' achievement and progress.

Please ensure that the School has up-to-date email addresses where copies of reports need to be sent. Each pupil is issued with one report per reporting session. If more than one report is required, please ensure that your child's Tutor has all the necessary details. For example, if a pupil's parents are divorced, one copy of the report will be issued and both parents will be emailed a pdf copy.

There are regular opportunities to meet with teachers – either individually, such as parent-teacher evenings, or in general information sessions, such as those about subject choices for IGCSE or Sixth Form courses. Parents and guardians of boarders are able to email teachers at any time and if you are travelling to the UK, meetings can be arranged for the dates you will be at School, if enough notice is given. During the weeks in which parent/teacher meetings take place at school, boarders' parents and guardians are encouraged to arrange a telephone call or skype interview with the Form Tutor.

9. Reporting and Assessment cont'd.

External Examinations

Please note the following key administrative issues:

Once pupils have been entered for examinations, parents will be billed accordingly. If a pupil then decides not to write an examination, examination fees cannot be refunded.

Examination dates and times are set by external examination boards and are not flexible. Please note: if pupils are taking CIE examinations in the November session, they may well have examinations scheduled over the October half-term, and similarly candidates for the May/June examination session may have to sit papers over the May half-term. Please avoid booking any holidays or making appointments at these times.

Any pupil who would like to apply for special consideration, or circumstances, for any examination period must speak to the Examinations Officer. If an assessment from an educational psychologist is required, this must be organised by the pupils' parents and the School will, of course, assist in contacting a suitable professional. Arrangements such as additional time or the use of a word processor should be in place before the end of Year 10.

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 or Prefect Body
- 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 – lists are posted on the lower corridor with the options for the following term. Pupils need to put their names on these lists to participate. Parents may encourage their pupil to join them but the pupil needs to take the responsibility to participate. The board on the lower corridor identifies all activities which are taking place on a daily basis.

Sports Fixtures

Any pupil may be asked to participate in a sports team. A fixture list will be published at the beginning of term - although please be aware that this might change due to unforeseen circumstances during the term. Team sheets are posted in the main office and in the sports hall. Additionally, sports teachers will email parents team sheets stating all important details at the beginning of each week. 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.

11. Getting Organised – equipment, kit etc.

Stationery and Equipment

Pupils who do not have the necessary stationery equipment in lessons hold up progress for all.

Textbooks, as well as exercise books (or file paper) are provided by the School.

In some subjects, workbooks are used. These are to be purchased and vary between £4 and £18.

Requirements for Sixth Form are subject dependent. Please see individual teachers.

Requirements for Years 7-9 and ISCI	
Essential for all lessons:	
Planner (issued by Tutor)	
Writing pen (blue or black ink) <i>A fountain or roller ball pen is preferred</i>	
Eraser	
30cm ruler	
Sharpener	
Glue stick	
Coloured pencils	
Scissors (school safe)	
Complete Geometry set	
Fx-85 GT PLUS Casio calculator	
HB pencil	
Required for prep/independent study:	
A good English dictionary	
Dictionary of translation	
Felt tip pens	
A general ring binder with divisions for each curriculum area	
USB Flash Drive (memory stick)	
Additional subject requirements:	
Art and Design	
A4 hardback sketchbook (£5) (purchased through school)	
Design and Technology	
A4 ringbinder	
English	
A4 ringbinder	
Food and Nutrition	
Large named plastic container & ingredients as needed	
French	
Materials to cover books and a dictionary of translation is advised	
Music	
Small set of headphones	

General requirements for Yrs 10-13, ISCii & ISCiii	
Planner (issued by Tutor)	
Ring binders for all lessons as required	
HB Pencil	
Eraser	
30cm ruler	
Sharpener	
Glue stick	
Coloured pencils	
Scissors (school safe)	
Writing pen (black ink for examinations)	
Fx-85 GT PLUS Casio calculator (those moving up to A Level Maths need a TI-83 calculator)	
Hole punch	
Complete Geometry set	
Stapler	
A set of inexpensive headphones	
Clear pencil case for examinations	
USB Flash Drive (memory stick)	
A general administrative ring binder for KS4 handbook, CAS, PSHE and examination admin	
Thesaurus and Dictionary	
Additional IGCSE subject requirements:	
Art and Design (purchased through school):	
A4 hardback sketchbook (£5) (A3 for A Level)	
Art pack (£35) that contains higher quality materials appropriate for the course <i>(optional but recommended)</i>	
English and Literature (First Language)	
A4 Lever Arch File and Dividers, plus materials to cover work book	
Music	
Lever Arch File and Dividers, A4 spiral bound manuscript book, music dictionary and set of headphones	
Food and Nutrition	
Recipe Book (approx. £12.00)	
Catering Pupil Kit - includes skull cap, long sleeve jacket, & waist apron (approx. £25.00)	
French	
Materials to cover books and a dictionary of translation is advised	
Physical Education	
Lever Arch File and Dividers	

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

Uniform and Sports Kit

The correct School uniform is to be worn as per the School List and **all items must be clearly labelled**. An updated list will be sent home at the end of Term 3, or be emailed home to boarders. PE and Sports equipment should be brought in to School on a Monday morning and locked away appropriately*. Clothing should be taken home at least every Friday 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. Kit for PE and Games must be purchased from the John Lewis website (Link can be found at www.stjohnsdevon.co.uk). It is essential that pupils arriving in School in **Term 1 (September)** have a **mouthguard, shinpads** and **appropriate footwear for winter sports** (sports shoes with studs).

* Pupils must have a lock for their sports hall locker. A combination lock is preferred (min 40mm).

ICT and Electronic Equipment

No pupil should have a mobile phone, tablet or laptop computer, camera or similar electronic device in their possession during the school day without clear permission signed by a member of staff in their School planner. Access to the School's wireless network is for educational purposes only between 08.00 and 17.00.

Key Stage 3

Pupils in Years 7-9 do not need any specific ICT equipment.

Key Stage 3 pupils are **NOT allowed** to bring in any electrical devices to school, unless prior permission is given for educational reasons, by their key stage coordinator and permission has been granted from the teacher in charge.

Key Stage 4

No laptops or any other device with recording ability (eg ipad/ipod) are allowed in school. Unless prior permission is given for educational reasons, by their key stage coordinator and permission has been granted from the teacher in charge.

IGCSE ICT Pupils

For revision purposes at home /boarding the following software is used as part of the IGCSE course.

- MS Office (including Access Database)
- Microsoft web expression 4
- GIMP - image manipulation (free download)

Key Stage 5

Devices are permitted for use within the regulations outlined in the Computer Acceptable Use Policy (a copy can be found on the school website).

12. Calendar

St John's International School

Term dates
2016/2017

School Days

Weekends/Holidays

Public/Bank Holidays

Staff Inset

School Ends/
Boarders Leave

Boarders in

Total School Days	180
Autumn term	67
Spring term	58
Summer term	55
Total Boarders Days	183

School Ends at 4pm for Half Term & at 12:30 for Term End
--

AUGUST 2016							0
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

SEPTEMBER 2016							18
M	T	W	T	F	S	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

OCTOBER 2016							16
M	T	W	T	F	S	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

NOVEMBER 2016							22
M	T	W	T	F	S	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

DECEMBER 2016							11
M	T	W	T	F	S	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

JANUARY 2017							20
M	T	W	T	F	S	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

FEBRUARY 2017							15
M	T	W	T	F	S	S	
	1	2	3	4	5		
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

MARCH 2017							23
M	T	W	T	F	S	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

APRIL 2017							7
M	T	W	T	F	S	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MAY 2017							19
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

JUNE 2017							20
M	T	W	T	F	S	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

JULY 2017							9
M	T	W	T	F	S	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Appendix i - Uniform List for Senior Boys

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.

An outline of the uniform is provided below.

General School Uniform

School waterproof

Navy school blazer with logo

Winter

Grey regulation school trousers with grey ankle socks

Navy v necked pullover with logo

White long sleeved shirt (winter).

School tie

Black leather lace up school shoes

Summer (optional)

Beige Chinos

White short sleeved shirt

Brown lace up school shoes

Break Time

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

SJIS hooded sweatshirt

SJIS tracksuit bottoms

SJIS PE shorts

SJIS PE shirt

SJIS Rugby Shirt

SJIS Rugby Shorts

SJIS Hooped socks

2 pairs trainers

- one white indoor (non marking soles)

- one black outdoor

Towel with hanging loop

For Terms 1 & 2

Football boots with additional rugby safety studs

Shin pads

Gum shield

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

Optional:

Hockey Stick

SJIS base layer

Joggers

White Polo

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

Cricket briefs

White outdoor trainers for cricket

SENIOR SCHOOL UNIFORM BOYS 2016/17



Appendix i - Uniform List for Senior 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 sarah.rowe@iesmail.com or make an appointment to see her in school for measuring.

Please order 4 weeks in advance to ensure delivery. Please call the School Office with any questions.

General School Uniform

School waterproof

Navy school blazer with logo

Regulation Kilt

Navy v necked pullover with logo

White open neck blouse

Black leather lace up school shoes

Winter:

Navy blue tights or navy blue kneelength socks

Summer:

Navy blue kneelength socks or white ankle socks

Break Time

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

SJIS hooded sweatshirt

SJIS zipped tracksuit bottoms

SJIS games skort

SJIS PE shirt

SJIS PE shorts

SJIS base layer

SJIS hooped socks

White PE socks

2 pairs trainers

- one white indoor (non marking soles)

- one black outdoor

Towel with hanging loop

For Terms 1 & 2

Football boots

Shin pads

Gum shield

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

Optional:

Hockey Stick

Jogging bottoms

Rugby Shirt (unlikely)

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)

SENIOR SCHOOL UNIFORM GIRLS 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.

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 Mrs Beament to show receipt of this letter.

Many thanks,

Mrs Beament
(antoinette.beament@iesmail.com)

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: _____

Appendix v - ICT Policy

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.

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: _____

Appendix vii - Language Studies

Languages other than English offered at St John's International School

At St John's we have a long-standing tradition of hosting pupils from around the world and supporting their acquisition of English – as an additional language and as a medium of academic instruction. We have also similarly encouraged all pupils to be learning another language.

Learning additional languages at St John's serve two key purposes:

- To give all pupils the opportunity to study a second (or third) language
- To ensure that pupils whose home language is not English, continue their studies of their mother tongue as this is vital for all-round educational achievement and developing a secure sense of self.

All pupils are expected to be learning another language while at St John's. If pupils have been given permission not to take French or Spanish for IGCSE, then they are expected to attend conversational classes and learn something about another language and the countries and cultures with which it is connected.

Additionally, pupils who speak a language other than English at home are encouraged to continue their studies of their mother tongue. Parents may wish to arrange tutors at home during the holidays. These sessions will incur a charge as they are generally one-to-one lessons.

We already have contracts with Chinese and Spanish teachers and will find other tutors as required. Pupils will be given copies of the relevant IGCSE syllabus, past paper, examiners' reports and mark schemes to aid their studies.

We are also looking to increase the number of fiction books in our library that are printed in other languages. If you have books at home that you are willing to donate to the library, and are appropriate for children aged 11-16, please can you send them in with your child at the start of term. All contributions will be greatly appreciated.

Appendix viii - 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.