



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

PARENT & STUDENT HANDBOOK Junior School

An introduction to St John's School

Individuality – Opportunity – Success

BROADWAY, SIDMOUTH, DEVON, EX10 8RG

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JUNIOR SCHOOL PARENTS & STUDENT HANDBOOK

An introduction to St John's School

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POSTAL ADDRESS: St John's School, Broadway, Sidmouth, EX10 8RG

Email: contact.stjohns@iesmail.com

Telephone: +44 (0) 1395 513984

Website: www.stjohnsdevon.co.uk

The School Office is open **between 08:00 and 17:00** in term time.

In school holidays, the School Office is open **between 09:00 and 16:00**.

***A voicemail message may be left on +44 (0) 1395 513984 or an email sent to contact.stjohns@iesmail.com outside of these times, which will be actioned when the School Office reopens.

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 School promotes the development of young people** who will have the capacity to contribute proactively to working towards a better world.

Through dynamic programmes, St John's 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 students will be encouraged to integrate effectively in local, national and international communities through the diverse opportunities afforded them.

In addition, the School also aims to:

- Support and develop students' ability and potential across all aspects of their learning, be it academic, sporting or artistic.
- Allow students to explore moral and spiritual issues in a respectful and reflective manner.
- Provide co-educational education.
- Provide excellence in all that students do.
- Create a safe environment where students 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 students 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.

CONTACT INFORMATION

School Office

contact.stjohns@iesmail.com

+44 (0) 1395 513984

Head of School	Mr Bryan Kane	bryan.kane@iesmail.com
Head of Juniors	Mr Luke Towe	luke.towe@iesmail.com
Whole School SENDCo. and Designated Safeguarding Lead	Mrs Jenni Yeoman	jenni.yeoman@iesmail.com
Head of Early Years	Miss Amanda Churchill	amanda.churchill@iesmail.com

TEACHING STAFF

RECEPTION CLASS	Miss Stephanie Derham	stephanie.derham@iesmail.com
YEAR 1	Miss Lucy Oliver	lucy.oliver@iesmail.com
YEAR 2	Mrs Alyson Palmer	alyson.palmer@iesmail.com
YEAR 3	Miss Kelly Atyeo	kelly.atyeo@iesmail.com
YEAR 4	Mr Adam Roddy	adam.rodgy@iesmail.com
YEAR 5	Mrs Susan Cross	susan.cross@iesmail.com
YEAR 6	Mr Luke Towe	luke.towe@iesmail.com
PE AND GAMES	Miss Bryony Monaghan	bryony.monaghan@iesmail.com
ART	Mrs Antoinette Beament	antoinette.beament@iesmail.com
ART AND D.T.	Mrs Emma Wrigley	emma.wrigley@iesmail.com
SPANISH	Ms Lisa Morrison	lisa.morrison@iesmail.com
MUSIC	Mrs Sarah Gillies	sarah.gillies@iesmail.com
ICT	Mr Jonathan Goodman	jonathan.goodman@iesmail.com
FOREST SCHOOL LEADER	Mr Luke Towe	luke.towe@iesmail.com

CONTACT INFORMATION

ADMINISTRATIVE STAFF

Director of Administration and Finance	
Mrs Suzanne Whitby	suzanne.whitby@iesmail.com
Admissions	
admission.stjohns@iesmail.com	
School Secretary	
Mrs Jo Mason	jo.mason@iesmail.com
Office Administrator (Friday)	
Mrs Sarah Williams	sarah.williams@iesmail.com

DAILY PROGRAMME

ABSENCE AND TIMETABLE

DAILY PROGRAMME

Mondays and Fridays	
Early arrivals	08:00
School buses and day students arrive	08:10
Registration	08:20
Morning break	10:30-11:00
Lunch (Reception - Year 2)	12:00-13:00
Lunch (Years 3 - 6)	12:30-13:30
Afternoon registration	13:30
End of lessons	15:45
School buses depart	16:00

Tuesdays, Wednesdays and Thursdays	
Early arrivals	08:00
School buses and day students arrive	08:10
Registration	08:20
Morning break	10:30-11:00
Lunch	12:30-13:30
Afternoon registration	13:30
End of day for children not attending after school club	15:45
After school clubs and co-curricular activities	16:00-16:45 (supervision will be provided until 17:00 if needed)
School buses depart	17:00

Parents of children in Years 3 and above are encouraged to use the 'stop and drop' facilities in the car park.

Children in Year 1 and Year 2 are to enter School through the main door of The Cottage.

Children in Year 5 are to enter the school through the door opposite The Cottage.

Children in Year 3, Year 4, Year 5 and Year 6 are to enter School through the patio doors

DAILY PROGRAMME

ABSENCE AND TIMETABLE

LATE ARRIVALS

Students who arrive at School after 08:30 must go straight to the School Office to register. Registers will then be updated. Late arrivals will be reflected on the end of term reports.

ABSENCE

If a student is absent through illness, the School Office should be notified by 08:25 at the latest. An explanatory note or email from the parents or guardian to the form tutor is essential and is kept on file. This is a legal requirement.

We discourage parents from withdrawing their child for holiday travel or extended breaks in term time. In unavoidable circumstances, parents should write directly to the Head of School to seek permission. Requests must be made in good time in order to ensure that students do not miss essential assessments, fieldwork or other key activities. Requests will not necessarily be authorised.

Teachers are not expected to provide work when parents or guardians elect to take a child out of School during term time. Students will be expected to complete missed work in their own time upon return to School.

DAILY PROGRAMME

ABSENCE AND TIMETABLE

AFTER-SCHOOL CLUBS

The Junior School day ends at 15:45. **After-school clubs and co-curricular activities run on Tuesdays, Wednesdays and Thursdays.** Children in Years 5 and 6 are expected to attend an activity on each of these days, although parents or guardians may choose to opt out of after-school activities on their child's behalf.

School buses depart at 17:00 on Tuesdays, Wednesdays and Thursdays to allow children to participate in their chosen activities. On Mondays and Fridays when no clubs are running, school buses depart at 16:00.

COLLECTION ARRANGEMENTS

Children in Reception to Year 2 can be collected from their classrooms at 15:45. Children in Years 3 to 6 are taken to the patio area for collection at the end of the day. All children are to be collected from the patio after School Clubs. Parents are welcome to wait for their children on the patio. If it is raining, parents may wait in the outdoor classroom next to the patio. All students and parents should exit School via the patio. It is assumed that all students will be collected by a parent or guardian unless the School has been informed otherwise.

Please advise the School Office of any changes to your child's collection arrangements. All students must be de-registered by a member of staff.

A member of staff will escort all students travelling home by School transport to the bus park.

COLLECTION OF STUDENTS 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 and your child's form teacher with as much notice as possible. Children should be collected from the School Office and signed out.

COLLECTION OF AN UNWELL STUDENT

Any student who leaves school early due to illness will also need to be signed out when collected.

DAILY PROGRAMME

ABSENCE AND TIMETABLE

LATE COLLECTION AT THE END OF THE SCHOOL DAY

Please advise the School Office if you know you will be delayed. Messages will then 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. Charges may be placed on your end-of-term invoice.

COLLECTION FROM AN AFTER-SCHOOL ACTIVITY LATER THAN 17:00

Parents will be advised where to collect their children, depending on where the club takes place. Clubs start in the first full week of term and finish in the week preceding the end of term. Signing up for a school club is a commitment to participate for the full term and students are expected to attend. However, school clubs are a privilege and not a right.

Should a student not show appropriate behaviour or commitment, they may be excluded from the club or activity for the remainder of the term.

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

OUR CURRICULUM

THE JUNIOR SCHOOL ENQUIRY 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 a bespoke curriculum tailored to their needs and learning. The Junior School Enquiry Programme that supports this learning is based on a strong emphasis of skills, knowledge and understanding while every child is supported on an individual basis to reach their potential: **academically; emotionally; socially; and physically.**

OUR CURRICULUM

THE JUNIOR SCHOOL ENQUIRY PROGRAMME

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 units of enquiry, children are taught all literacy and numeracy skills as appropriate to their age, as well as a science programme based on discussions, 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 enquiry ensuring a local, national and global awareness and encouraging cultural understanding. 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 2 these subjects are:

- Physical Education (PE)
- Swimming
- Art and Design Technology (DT)
- Welly Boot Camp
- Music

In Year 3 to Year 6 these subjects are:

- Physical Education (PE)
- Swimming
- Art and Design Technology (DT)
- Languages – Spanish
- Welly Boot Camp (Once every four weeks)
- Music

In Years 5 and 6, Science is also taught by a specialist teacher.

OUR CURRICULUM

WELLY BOOT CAMP

All the children in the Junior School also participate in regular Welly Boot Camp activities that include:

Shelter building	Animal tracking	Climbing and balancing
Natural art	Bug hunts	Fire lighting
Using knots and lashings	Tree investigations	Team games
Woodwork using tools, e.g. making musical instruments, jewellery, decorative items	Collecting, identifying and sorting natural materials such as leaves	Creating bug homes and bird feeders

Welly Boot Camp encourages children to:

<i>Develop personal and social skills</i>	<i>Work through practical problems and challenges</i>
<i>Use tools to create, build or manage</i>	<i>Build confidence in decision making and evaluating risk</i>
<i>Discover how they learn best</i>	<i>Understand the benefits of a balanced and healthy lifestyle</i>
<i>Pursue knowledge that interests them</i>	<i>Explore connections between humans, wildlife and the earth</i>
<i>Learn how to manage failures</i>	<i>Regularly experience achievement and success</i>
<i>Develop practical skills</i>	<i>Explore the world through all the senses available to them.</i>
<i>Reflect on learning and experiences</i>	<i>Develop their language and communication skills</i>
<i>Improve physical motor skills</i>	<i>Improve their concentration skills</i>
<i>Become more motivated</i>	<i>Improve their communication</i>

OUR CURRICULUM

PARENTAL INVOLVEMENT

St John's believes in building a partnership with parents so that, together with the School and the child, parents can help their 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 any home learning

TRIPS

There are many opportunities for learning in museums, galleries, historic buildings and through embracing the geographic diversity of Devon's coastline and countryside.

Visits are arranged to enhance the curriculum and classroom learning. All costs will be advised prior to the trip and, with agreement, invoiced through the student'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 2 to 6, the children have the opportunity to experience residential visits which last from two to five 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 assessments.

MUSIC LESSONS

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 assessments.

FORM SYSTEM, HOUSE SYSTEM

CONTACTING THE SCHOOL, SAFEGUARDING

FORM SYSTEM

Throughout St John's School, students 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 student in his or her form group. They are the main point of contact between School and home.** Any communication about your child should start with their form teacher. If you still have concerns after discussion with the form teacher, please email the **Head of Junior School (luke.towe@iesmail.com)**. The Head of School may ultimately be involved if the problem is not resolved after these steps have been completed.

HOUSE SYSTEM

Each student is allocated to a House on joining St John's and should remain in that House throughout their school career. The house system fosters participation in the co-curricular aspects of school life and provides a valuable element of continuity and community within the pastoral system.

Students in Year 6 and Year 11 may be nominated and elected as Head Boy or Girl, Monitors or House Captains. These students are expected to be positive role models and to support staff and students with various formal and informal events, promoting the St John's code of conduct.

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

CONTACTING THE SCHOOL and SAFEGUARDING

Staff are available to speak with parents. Do make use of the staff email list in this Handbook or contact the School Office to make an appointment.

Please note that members of staff cannot leave a group of students to talk with parents on an ad hoc basis. Concerns about day-to-day administration, morale, co-curricular activities or work should be addressed to the Class Teacher.

The Head of Juniors should be informed of any major change in family circumstances.

If you have any safeguarding concerns, please contact the Designated Safeguarding Lead.

TUTOR SYSTEM, HOUSE SYSTEM

CONTACTING THE SCHOOL, SAFEGUARDING

CONTACTING THE SCHOOL and SAFEGUARDING

Academic concerns can also be taken directly to the teacher concerned. If in doubt as to who to contact, please speak with your child's Class Teacher first.

Medical concerns may be directed to the Class Teacher. If it is decided that a student is not fit for lessons, the School will contact the parent or guardian and request that the student be collected. If a student 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 practicable and the escort will stay at the hospital until they are relieved of duty of care by a parent, guardian or other member of staff.

Students may take any questions or concerns to their Class Teacher or any member of staff. Staff have relevant safeguarding or first aid training. The School is committed to the welfare, protection and safekeeping of the students in its care. Our students have the 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 a child's best interests and will always encourage the fullest possible involvement and consultation with parents.

If a student has any concerns about their safety and welfare, they can raise these issues with the Junior School. Their concerns will be taken seriously and they will be listened to. The Head of Juniors may be contacted by any student during the school day.

Any student who would like to talk to a counsellor or independent listener in complete confidence may approach a member of staff for assistance in making an appointment. Meeting with a counsellor is entirely voluntary and no student is compelled to attend. These sessions may incur an additional cost for parents.

DISCIPLINE

ANTI-BULLYING, HOMEWORK

BEHAVIOUR AND CODE OF CONDUCT

The Head of Juniors has overall responsibility for student discipline and welfare and for leading the pastoral aspects of school life.

The highest standard of behaviour is expected from all students. 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, students 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 St John's, behaviour is based on **the principle of RESPECT:**

R	Recognition and rewards	St John's 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	St John's has high expectations of all students and provides a challenging, relevant, appropriate and interesting curriculum
C	Consistency	All students are treated fairly. Rules and sanctions are used clearly and consistently
T	Treat others as you would wish to be treated	With politeness, courtesy and respect

DISCIPLINE

ANTI-BULLYING, HOMEWORK

REWARDS

At St John's, 'catching a student 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 House points. Houses are in competition to win various cups at the end of the academic year, awarded at Speech Day. House points may also be gained at inter-house sports, music, drama, general knowledge events and other competitions.

For outstanding work, behaviour and attitude, a Token may be awarded, combined with recognition in the weekly Celebration Assembly, which parents are welcome to attend. A Token attracts two house points.

50 housepoints in the Junior School = a bronze merit badge

100 housepoints in the Junior School = a silver merit badge (the bronze merit badge is returned to the School)

150 housepoints in the Junior School = a gold merit badge (the silver merit badge is returned to the School)

200 housepoints in the Junior School = a house merit badge (the house merit badge can be kept by the pupil)

House Merit badges may be retained by the student. However, they should be removed from blazers at the start of a new school year.

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 a reprimand called a B1. These are very rarely used, but may be introduced from Year 3. Three reprimands will lead to a lunchtime 'time-out'. Three occasions of a B1 result in a lost breaktime. In repeated cases of misconduct, parents will be informed and they will be involved in resolving the difficulty.

We regard detention as a very serious matter and students are likely to be interviewed by the Head of Juniors. Parents will be informed and the situation discussed. Remedial strategies will be agreed and the situation carefully monitored.

DISCIPLINE

ANTI-BULLYING, HOMEWORK

PROGRESS REPORTS AND EXCLUSIONS

There may be times when a student may be placed 'on report'. This means that they are monitored during each lesson and have to report daily to their Form Teacher, the Head of Juniors or the Head of School.

Exclusions may be issued in response to a serious one-off incident, or if a student frequently disrupts the learning of others, or is rude or abusive to staff or other students. This is very serious. Exclusion may be temporary or, following a disciplinary process, permanent. Exclusion could involve being kept apart from other students (such as breaktimes and activities), exclusion from lessons (when work is done on their own, under supervision, within the 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 student and parent or guardian and is devised on an individual basis.

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

ANTI-BULLYING

Bullying may be defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally.

All our students have a right to an education in a place where they feel safe. At St John's 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 being 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 or cyber-bullying
- Racism

DISCIPLINE ANTI-BULLYING, HOMEWORK

INDEPENDENT STUDY OR PREP

We have no prep, other than reading, spellings, times tables or child-led enquiry up until Year 5. In Year 6, prep will be introduced including the Year 6 personal project.

Students are expected to take an interest in their enquiry work outside the classroom. Please encourage your child to find out more information or discuss their learning and to further 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 Junior School to feel pressure to work long hours outside of School.

REPORTING AND ASSESSMENT

ASSESSMENT

Assessment provides evidence to guide teaching and learning, as well as providing the opportunity for students to demonstrate, review and take ownership of their own progress. At St John's we believe that assessment needs to be meaningful, continuous and easily understandable for parents, teachers and pupils. We understand that assessment, planning and delivery are a continuous process that cannot exist as individual components. Excellent teaching means that the three elements are constantly informing each other. Pupils will receive frequent feedback, know their next steps and will be supported to achieve them.

Alongside this, formal assessments will also take place through the year. Twice a year, all students will complete formal assessments (GL Assessments) in mathematics, English, reading, spelling and their cognitive ability. This is to monitor progress, identify areas for development and to inform teaching. Reception Class carry out 'BASE' tests at the beginning and end of each year.

All pupils in Years 1 – 6 will also carry out Progress Writing every half term. This is an independent piece of writing which is used to assess which objectives children have achieved and their next steps.

REPORTING

There are a number of reporting opportunities throughout the year. Form Teachers may also be available by appointment to discuss a child's progress, or discuss any concerns. Parents' Evenings are held after half term in Term 1 and at the beginning of Term 3. Reports are issued in the middle of term 2 and at the end of Term 3.

CO-CURRICULAR ACTIVITIES

A major part of a student's personal and social development comes from their involvement in co-curricular activities. **Through participation, a student develops a sense of responsibility, develops new skills and learns to be part of a team, as well as generally widening their horizon.**

The variety of co-curricular activities the School has to offer enable students to:

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

At St John's we endeavour to offer as many and varied activities as possible. Students 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 a student does not behave in an appropriate manner the privilege may be withdrawn. Activities begin in the first full week of term. There are no co-curricular activities in the final week of term.

SPORTS FIXTURES

Students may be asked to participate in a sports team. Lists are posted in the School Office. Sports staff will arrange transport for away matches. A general letter of indemnity will need to be signed by parents to allow children to participate and to be transported to fixtures. We encourage as many students as possible to participate in matches, although teams are selected for competition and parents must accept that some students may represent the School and a particular sport better than others.

The School Office is kept informed of return times from fixtures. Students are responsible for informing their parents or guardians if they are involved in a match fixture and whether the fixture is home or away.

EQUIPMENT & KIT

All items of clothing and possessions must be clearly labelled or marked with the student's surname.

St John's pupils must have all uniform listed in the handbook and purchased via Cool Cats Clothing including the school coat.

The correct uniform is to be worn in accordance with the uniform lists contained within this Handbook.

All new uniform and kit can be purchased from Cool Cats Clothing. The PTFA keep a small stock of second hand clothing and kit. Please email them on ptfa.stjohns@iesmail.com

PE and sports equipment should be brought to School on a Monday morning. Clothing should be taken home on Fridays to be washed. **PE kit**, including hoodies and joggers, should not be worn in lessons except as noted below.

If a student is leaving school early for a sports fixture a school tracksuit may be worn to afternoon lessons.

STATIONERY AND EQUIPMENT

Workbooks, exercise books, paper and textbooks are issued to students. Replacements needed due to student carelessness or neglect may be charged to the parent or guardian's account.

Students in Year 1 and above should have the following items in a suitable pencil case (or cases) for each lesson: A Berol handwriting pen or similar (not biro); HB pencil and pencil sharpener; Eraser (erasable ink pens may not be used in assessments); 30cm ruler; Glue stick; Coloured pencils; Wellington Boots.

In addition, students in Year 4 and above also need the following items: A simple calculator; Writing pen (blue or black ink); Fountain pen or roller ball pen is preferred; Geometry set; Small, child-friendly scissors; A good dictionary; English dictionary for translation (EAL students only).

A water bottle can be brought into school (only containing water). Food must not be brought into School. Snacks and drinks are provided for students at morning break, lunchtime and afternoon tea. Bottles of water should be left in a designated area in the classroom.

EQUIPMENT & KIT

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 loss, damage or breakages will be billed to the parent or guardian's account.

Mobile telephones are not permitted in School. Should a student need to bring a mobile telephone into School, it should be handed in to the School Office and may be collected at the end of the school day. Similarly, electrical devices such as iPods, internet enabled watches 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 be sent via parent pay for school trips etc. Invoices can be paid directly.

LABELLING OF UNIFORM

All articles must be clearly marked with the child's name using woven name tapes where possible.

Footwear must be clearly marked on the tongue. Name tapes can often be sewn onto the tongues of trainers.

Articles which are hung on pegs (coat, sweatshirt, joggers, towel, etc) should have a strong loop.

SPORTS KIT

All sports kit should be named on the inside using a woven name tag or permanent marker and ideally be marked on the outside with the student's initials. This can be done professionally in most large sports shops. Shirts should have the initials on the outside left breast and shorts on the outside lower left leg.

WATCHES

Watches may be worn to School and labelled if possible.

JUNIOR SCHOOL UNIFORM

School uniform is available to be purchased online from www.coolcatsclothing.co.uk.
Please ensure that orders are placed sufficiently in advance to allow for timely delivery before the start of term.
If a pupil has pierced ears then they are allowed to only wear plain stud earrings.
If a pupil has hair that is at shoulder length or longer, it must be tied up in a navy or black hair-tie.
Makeup of any kind is not permitted in the Junior School.

UNIFORM – RECEPTION (SCHOOL UNIFORM)

School waterproof coat	Navy V-neck sweatshirt with maroon inset stripe and logo
Grey ankle socks (boys) and white ankle socks (girls)	White polo shirt with logo
Black school shoes	Charcoal grey regulation school trousers or shorts with grey ankle socks
Regulation pinafore with bib straps (to be worn with navy knee length socks or tights in winter and white ankle socks in summer)	

SPORTS CLOTHING

Reception students require the following kit:

St John's PE hoodie	St John's PE T-shirt
St John's PE shorts	St John's jogging bottoms
White sport socks	Non-marking functional sports trainers
Water bottle	Swimming shorts/costume
Goggles	Swimming hat
Towel	Reception and Year 1 non-swimmers require a floatation vest
Coveralls for Welly Boot Camp	

UNIFORM

YEAR 1 TO YEAR 6

GENERAL SCHOOL UNIFORM		BREAKTIME	
Navy school blazer with logo		Waterproof coat	
Navy v-necked pullover or cardigan with logo		Cap with logo in summer	
Black leather school shoes		Trainers for outdoor wear – can be the same as required for sports.	
DRESS UNIFORM		TROUSER UNIFORM	
Regulation pinafore (without bib straps)		White long (winter) or short (summer) sleeved shirt or white open neck blouse	
White open neck blouse		School tie to be worn with shirt (optional to be either traditional or clip-on)	
Navy tights in winter		Grey ankle socks	
White ankle socks in summer		Charcoal grey regulation school trousers or shorts	

SPORTS CLOTHING	
Year 1 and Year 2 students require the following kit:	
St John's PE hoodie	Labelled Goggles
St John's PE t-shirt	House Swimming hat
St John's PE shorts	Towel with loop
St John's jogging bottoms	Year 1 non-swimmers require a floatation vest
White sport socks	Navy/Black Swimming shorts/costume
Non-marking functional sports trainers	Coveralls for Welly Boot Camp
Water bottle	PE Bag

Year 3 – 6 students require the following kit (Boys/Girls):	
St John's PE hoodie	Football boots (Terms 1 and 2)
St John's PE t-shirt	Shin pads (Terms 1 and 2)
St John's PE shorts	Gum shield (Terms 1 and 2)
St John's rugby shirt (Terms 1 and 2)	St John's navy swimming shorts (long or shorter version) or St John's navy swimming costume
St John's striped sport socks	Goggles
Non-marking functional sports trainers	Swimming hat in house colour

WORKING IN SPECIALIST SUBJECT ROOMS

RULES FOR WORKING IN SPECIALIST SUBJECT ROOMS – SCIENCE, FOOD TECH, ART & DT

In order to ensure students remain safe whilst they are working in specialist subject rooms (i.e. Science Lab, Food Technology, Art and Design Technology) all students must take care to read and abide by the following rules:

- **Only enter the Science Lab, Food Tech room or Art & DT rooms when told to do so by a teacher. Never rush around or throw things.** Keep your work area and floor area clear, with bags and coats outside on the hooks provided.
- **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 room without permission.**
- **Wear eye protection when told to do so and keep it on until you have finished the work that requires eye protection.** Tie your hair back and wear an apron or other protective clothing. Always stand up when doing practical work so you can quickly move out of the way if you need to.
- **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. Report spillage of any substance to your teacher immediately.
- **Know where the emergency stop buttons are positioned. If you see an accident, you can use this button to turn off all power tools at once.** Keep hands away from moving/rotating machinery. Keep both hands behind the cutting edge when using hand tools.
- **If fabric appears to be stuck in a sewing machine or it won't sew, stop immediately.** Continuing to try and sew could cause the needle to break. This can be dangerous. Only ONE person is allowed on a sewing machine at a time.
- **Do not talk to a person using any machine. Let them concentrate.**

ICT POLICY

ST JOHN'S COMPUTER ACCEPTABLE USE POLICY – STUDENT CONTRACT

The School network and the larger internet offers a 'global community' of diverse and unique resources that students can use to promote communication, reasoning and problem solving, personal development and social responsibility. It is expected that students 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 student shall deliberately damage School computers or software. This includes vandalism, 'hacking', wasting resources and spreading computer viruses. Students and their families will be responsible for the repair or replacement of damaged equipment.
- No student 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 students shall respect and uphold copyright laws regarding copies of software, text or graphics. Illegal activities are strictly forbidden.
- No student 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 student has been given appropriate authorisation.
- Accessing and using instant messaging, chatrooms and social networking sites is prohibited.
- All students shall practise 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 telephones are strictly forbidden during 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 protective 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 student commit any violation, or engage in activities judged by the system administrator 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.

FOOD ALLERGY DISCLAIMER

The School may provide or offer food to its students, staff and visitors directly, through catering service providers, 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 about 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 commercial foods we use could change the formulation or substitute at any time, without notice.

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

Students or staff with life threatening food allergies who may need to use an epi-pen should carry their own. Please note that the School's staff are not necessarily trained to administer an epi-pen.

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

OTHER POLICIES

Policies that are made available are accessible via the website. All other policies are available upon request.

TERM DATES

2025-2026

AUTUMN TERM (TERM 1) 2025

Wednesday 3 September – Friday 12 December

(School ends at 12:30 on 12 December)

AUTUMN HALF TERM HOLIDAY

Friday 24 October – Sunday 2 November

(School ends at 15:45 on 2 November)

SPRING TERM (TERM 2) 2026

Wednesday 7 January – Friday 27 March

(School ends at 12:30 on 27 March)

SPRING HALF TERM HOLIDAY

Friday 13 February – Sunday 22 February

(School ends at 15:45 on 22 February)

SUMMER TERM (TERM 3) 2026

Tuesday 14 April – Friday 10 July

(School ends at 12:30 on 10 July)

SUMMER HALF TERM HOLIDAY

Friday 22 May – Sunday 31 May

(School ends at 15:45 on 31 May)



Individuality – Opportunity – Success

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