

**St. John the Baptist C.E.  
Primary School**

# Working Together



**Parent and Pupil Handbook**

## **About this handbook**

This booklet should give you most of the information that you will need to answer many of the questions you might have about your child's attendance at St. John's. To help you locate the area you are looking for the handbook is organised in alphabetical order.

Whilst most of the information you will need is contained in this booklet we know that it won't answer every question. If something is not covered here or you need further clarification about something then please ask. School staff will be only too happy to answer any other questions or clarifications you might have.

Often this handbook will refer you to our school website, where further detail might be found. Our website address is [www.st-john.lincs.sch.uk](http://www.st-john.lincs.sch.uk) . If you do not have access to the internet, or if you would like a printed copy of any document on the school website please ask at the school office.

## **Absence**

If your child is ill or not able to attend school for any other reason you must telephone the school office by 9.20a.m. to inform us that they will be missing from school.

If children are absent without notification we consider this to be a potential safeguarding issue. If we are unable to establish the reason for the absence then we may contact the police to report children missing. To prevent this please let us know if your child is not attending school that day.

When you report your child absent a member of office staff will agree with you when the likely return date will be. In most cases this will be the next school day, but sometimes it may be longer. If a date is agreed then this will save you telephoning each day of absence. However, if it is unclear how long the child might be away and no date is agreed then you must telephone each day.

The school uses the NHS Medical Guideline for Schools to help us determine whether a child with certain illnesses can be in school. For sickness and diarrhoea a child must not return to school until 48 hours following the last episode.

### **Planned Absence**

If you wish to request permission for a child to be absent from school for a reason other than illness then you should complete an Absence Request Form. These are available from the school office or from the school website. Forms should be completed and returned to the school office 10 school days before the absence. You will be notified of the result of your request.

We regularly monitor attendance levels. Attendance is expected to be around 96% which means that children have an average absence of 7 days per year. As part of our attendance monitoring we will meet with the parents of children whose absence levels are of concern in order to try and provide the support needed to improve attendance.

*Related areas –  
Holidays*

### **Additional Needs (SEND)**

Not all children learn at the same rate—but for some children aspects of learning can be very difficult. Often this will be because of a very specific need. It is our responsibility to identify children who have special educational needs

and to assess how to best meet those needs. Should a child continue to need assistance, they may need more support than we can reasonably be expected to provide. In such circumstances the school may make a referral to the Local Education Authority to make an assessment and to decide if an Educational Health Care Plan is needed.

The school feels very strongly that it should work in partnership with parents and so we include parents in each step of providing support for children with additional needs.

Regular review meetings are held and parents are given the opportunity to contribute to these. Where necessary other professionals may be used to help assess children and to offer suggestions as to how best to meet needs.

The school has a dedicated Special Educational Needs Co-ordinator (Senco). Our Senco liaises with parents and agencies, meets with parents and advises members of staff about approaches to use to help children with additional needs. We also have a number of teaching assistants who work with children with additional needs.

Parents who have a concern about their child's progress should discuss this with the class teacher in the first instance and / or the Headteacher or Senco.

Further information about Special Education Needs can be found on our website - Parent Information / SEND Information Report

### **Admission to the school**

All schools have to have an admission policy and this determines how places at the school are allocated if there are more applications than there are school places. You will be able to find our most recent policy and further information about school admission on our school website.

The school uses the Local Authority co-ordinated admission process for admission to Reception. Children start school in the school year in which they will become 5 years of age. Parents apply for a school place via the online application process on the Local Authority website – [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk) . You will find the information you need, including key dates for application, on the Local Authority website.

For applications other than places in Reception, the school uses the Local Authority Mid-Year admission process. Again applications are made via the Local Authority website – [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk) .

Whether starting school or moving into the area and looking for a new school place, we encourage parents to arrange an appointment to look around before you make your choice. Please telephone the school office to make an appointment for the Headteacher to show you around.

*Related areas-  
Policies*

### **After School Activity Clubs**

Each term a number of after school activity clubs are organised. These are usually between 3.20p.m. and 4p.m. / 4.15p.m. / 4.30p.m. (depending on which club is attended). Clubs cover a wide range of areas – music, sport, chess, arts and craft and drama and they vary from term to term. Each term details of the clubs being run are sent to pupils and parents and selections are made.

Charges are made for some clubs that are run by external providers. Details of this is sent with the clubs information sent to parents. The school offers to subsidise these charges for parents whose children are currently in receipt of free school meals. Details of this can be found in the schools Charging and Remission Policy on the school website.

As well as the staff running the club we also have a dedicated member of staff who liaises with all providers. This member of staff will also see children out of school when clubs have finished. Parents should collect children from clubs via the main entrance to the school. Please note that children will not be allowed to walk home without an adult when it is dark and they must be collected from activity clubs.

**If your child attends after school activity clubs it is very important that school is told if it is intended that they will miss a session as a great deal of time can be wasted chasing up children who have not turned up at clubs.**

*Related areas –  
Charging and Remission Policy  
Collecting your Child from School*

## **Appointments**

We do not expect that routine appointments that you control are made for during school time. Therefore things such as haircuts and dental appointments should be made for out of school hours.

We understand that some appointments are not in your control – particularly at hospitals. For such appointments please complete an absence form and return it to school with a copy of the appointment letter so that we can verify the appointment.

If the appointment is for you, then you need to make every effort not to have to take children early from school. Please see if friends or family could pick up your child, or enquire at the school office to book the child into after school Kid's Club.

*Related areas –*

*Absence*

*Kid's Club*

## **Attendance Times**

School session times for all children are as follows:-

Morning—8.55a.m. to 12 noon (12.15p.m. for KS2)

Afternoon—1.00p.m. to 3.20p.m. (3.15p.m. for Reception children)

Children are allowed onto school premises from 8.45a.m. onwards and come straight into the school building.

**Parents must not allow their children to arrive at school before 8.45a.m. as they will not be supervised.**

We also ask that all children arrive at school on time. Late arrivals should report to the school office as the usual access gates will be locked at 8.55a.m.

*Related areas –*

*Absence*

*Holidays*

## **Behaviour**

We are proud that our school ethos underpins good behaviour across the school. From time to time some children might display behavioural difficulties. When this occurs school staff will work with parents to support children. More information about how we deal with behavioural issues is in our school Behaviour Policy. This is available on the school website or from the school office.

*Related areas*

*Pupil Mentor*

## **Bicycles and Scooters**

The school encourages children to come to school other than by car. We have ample cycle storage and many families cycle to school together. Some older children in Year 5 and Year 6 will also cycle / scooter to school themselves. It is parents' responsibility to ensure that children are proficient to do this safely. Children in Year 5 currently have the opportunity to undertake cycling training in Year 5.

If you do cycle to school you must:

- wear a cycle helmet.
- also be aware that once you are inside the school grounds you should walk with your cycle / scooter.
- not cycle / scooter across the road when using the crossing patrol. Instead dismount and walk across.

Please be careful, as the roads and pavements around Hawthorn Bank can be very busy.

## **Bullying**

From time to time all schools have to deal with bullying issues. We take bullying allegations very seriously and will always investigate and act. Our anti-bullying policy is available on our website, or from the school office.

Parents should be aware that bullying can take many forms, including cyber bullying. If you suspect that your child is a victim of bullying then please contact school.

*Related areas –  
Behaviour*

## **Car Park**

Unfortunately the school cannot offer parking to parents as we simply do not have the space.

Parents dropping off children at Breakfast Club may use the car park before 8a.m. and after 4.30p.m.

In addition please do not let children play in the car park area.

*Related area –  
Parking*

## **Charging and Remission Policy**

The school has a statutory charging and remission policy. This can be found on our school website or a copy can be collected from the school office.

Essentially school is free, but we sometimes ask parents to consider making a contribution towards school visits, transport costs, special events such as history days etc. Any request for contributions for areas that are part of our statutory curriculum are voluntary and no child will ever be excluded from any activity because they have not made a contribution.

We do make charges for some things that are not part of our statutory curriculum offer. These include Kid's Club, some after school activity clubs run by outside providers, music tuition (individual or small group lessons), weekend residential visits. The school will also charge parents for damage caused to school property that is wilfully caused by their child and that is not accidental.

The school offers the parents of children currently in receipt of free school meals either reduced or free places for after school activity clubs and weekend residential visits. Full details can be found in the Charging and Remission Policy which can be found on the school's website.

*Related areas –*

*After School Activity Clubs*

*Kid's Club*

*Music Lessons*

*School Trips*

## **Christian Distinctiveness**

Many parents are keen to choose a church school - but what does that mean. Here at St John's we are clear that it does not mean that we are trying to get children to go to church. It is true that in our collective worship we do focus on Christian values and will often use Bible stories. These values do underpin much of the ethos in our school.

One of the main differences about our school is that we encourage children to think and discuss their response to "big questions" and in doing so children are encouraged to think about what others believe and think. Our aim is to encourage children to discuss and share ideas in a respectful way and that is our main purpose as a church school.

*Related area –*

*Collective Worship*

## **Closure**

The school will only close if forced to by exceptional circumstances. Most commonly this may be because of adverse weather. The school will do all it can to remain open, as we recognise that closing can cause many problems for parents. If it is necessary to close we will communicate this to parents via our text and email service and via Radio Lincolnshire and Lincs FM.

In adverse weather we will often be able to remain open as a number of staff live close enough to school to safely open. If we do remain open during adverse weather it is for parents to determine if their own journey is safe, and parents must make this decision for themselves.

Other reasons may cause the school to close e.g. broken heating systems or lack of water. In such circumstances we will use our text and messaging service to communicate with you.

*Related areas –*

*Communicating with Parents*

*E-mail service*

*Text Service*

## **Collecting your child from school**

We are very careful about who is allowed to collect your child from school. On your child's contact sheet we will ask you to tell us who is allowed to collect your child from the school. You should include all of the people you expect to collect your child. If this changes then you must tell us about these changes as we will not allow anyone not listed to collect a child.

When collecting your child at the end of the day parents enter the playground and wait near their child's class exit.

- In Reception – Year 4 children are handed over to the person collecting in a fairly formal way.
- In Year 5 and Year 6 class teachers do not oversee collection of children as many children meet parents at the school entrance of walk home by themselves. Year 5 and 6 parents are asked to complete a form telling us if your child is allowed to walk home by themselves.

In England there is no law that determines the age that a child is allowed to be alone – either walking to / from school or once they get home. It is for parents to determine and to ensure their child's safety. If school becomes aware of children being alone whom they feel are not safe we will first discuss it with parents and then with Children's Services if the matter is not resolved.

Parents should avoid the need to collect children early from school if at all possible.

*Related areas –*

*Appointments*

*Car Park*

*Parking*

## **Collective Worship**

Collective worship is perhaps better known to many parents as assembly. As a church school with a distinctive Christian character, collective worship is an important part of the school day. As such each day begins with daily collective worship and it is during this time that we explore our school's Christian values using a variety of resources. Often these will have a Bible story as the basis of the focus and prayer will form part of the worship.

In addition to our worship in school, each week children attend St John's Church and a short worship session is led by the vicar. This is alternated between Key Stage 1 and Key Stage 2 and parents are welcome to attend the service which takes place at 9a.m. Our weekly newsletter gives an outline of which year group will be attending worship each week.

Parents have the right to withdraw children from collective worship. Obviously as a church school we would hope that parents would have considered the role of collective worship in our school when making their school choice. Very few children are withdrawn from collective worship, but when they are the school provides supervision in the library whilst the worship is taking place.

*Related areas –  
Christian distinctiveness*

## **Communicating with Parents**

Communication with parents is very important to us. We tend to send all of our letters to you on a Wednesday. Please look out for these.

Our preference is to e-mail letters to you. If you complete your e-mail details on your child's contact sheet we will ensure that letters are e-mailed to you. This can be particularly useful when children do not live with both parents.

We also text short messages to given mobile numbers. Again, please give your mobile number when completing your child's contact sheet and this service will be added for you.

It is very important that when mobile numbers or e-mail addresses change that you give the school office your new contact details.

*Related areas –  
Contact Information  
E-mails*

## *Text Messages*

### **Complaints**

We hope that you don't have reason to complain, but the reality is that schools can make mistakes in the same way as we all can.

We hope that any complaint is managed positively and that in the first instance your complaint would be directed to the person dealing with the matter e.g. the class teacher or school secretary. If they cannot satisfactorily deal with the problem then you can contact the Headteacher or Deputy Headteacher. If they are still not able to resolve the problem then you can make representation to the Governing Body via the Clerk to Governors.

A copy of the school's complaints policy is published on our school website, or is available from the school office.

*Related areas –  
Policies*

### **Contact Information**

When children start school you are asked to complete a contact information sheet. This contains vital information that we will use in an emergency to contact you. This form also contains the details of those people allowed to collect your child from school. It is therefore important that you update your details as often as anything changes. Please download new forms from our website or request additional sheets from the school office when you need to update your details.

When you want to contact us our details are;

Telephone : 01775 722644  
E-mail - [parent@st-john.lincs.sch.uk](mailto:parent@st-john.lincs.sch.uk)

Please note that our e-mail address is not monitored on an hour by hour basis, so for messages that need a response within 24 hours please telephone.

*Related areas –  
Collecting children from school*

## **Curriculum**

We offer a very broad and balanced curriculum which focuses on the learning of basic literacy and numeracy skills whilst at the same time valuing a range of other subject areas in order to ensure that all children's individual areas of interest are met.

You will find detailed curriculum maps for each year group on our school website. These map out the content of each term's learning and any theme or topic areas that are being covered.

*Related areas –*

*Pop Ins*

*Information Workshops*

## **Disability**

The school will do everything it can to support family members and children with disabilities.

Please contact school to discuss any query or question that you might have.

*Related areas –*

*Additional Needs*

## **Drinks**

We encourage children to drink as much as possible during the school day. Keeping well hydrated is proven to help children to concentrate – so drinking plenty of water is very much encouraged.

In class children are encouraged to bring a named water bottle. This must only contain water. It can be a good idea to freeze this the night before, so that it slowly defrosts during the day and keeps the water nice and cool.

Water is also available at lunchtime, and around school there are a number of water fountains that children can use.

Children are not allowed to bring flavoured water, squash etc.

*Related areas-*

*Milk*

*Lunch*

## **Educational Visits**

We believe that educational visits are extremely important as they often help to enrich the curriculum and to bring first-hand experience to children's learning.

Before any educational visit thorough risk assessments are carried out by members of staff.

The Governors of the school reserve the right at their absolute discretion to exclude a child from an activity, a day visit or a residential visit if, in their opinion, because of their previous behaviour a child may cause unnecessary problems and may also prevent or restrict the staff from supervising and teaching the class or group efficiently, effectively, safely and without any cause for undue concern or worry.

Transport often makes educational visits costly and to help with these costs the school may ask parents to make a voluntary contribution towards the visit. Whilst these contributions are important in supporting such visits, it should be clear that no child will be excluded should a contribution towards the cost not be given.

The school will inform parents when visits are planned and will provide details of these. Often these details will include a parental permission form, and it is important that even if not making a contribution to the cost of the visit that the permission form is returned. Without this, your child may not be able to go on the visit.

For some activities in the immediate locality we have a blanket permission form. Parents will be asked to complete this on your child's entry to school (should they wish) and it gives permission for children to be taken out of school for visits in the immediate locality without seeking specific permission.

## **E-mail**

We prefer to send you newsletters and other letters by e-mail. This is cheaper for us and also means that you are able to get copies of letters etc. from your "in box".

Please ensure that the school office is kept up to date with your correct e-mail addresses.

*Related area –  
Newsletters*

## **E-safety**

Access to the internet is common place nowadays and children have many opportunities both at home and at school to access the World Wide Web.

The school has a programme of work that supports children's learning about e-safety. As part of that we try to keep parents informed of e-safety issues and from time to time we will organise workshops for parents to help them understand how they can best protect children in an age appropriate way.

In school our internet access is protected by a fire wall that prevents the majority of access to inappropriate material. That said, no fire wall provides 100% supervision which is why good education and appropriate supervision is also necessary to ensure children are protected.

Parents should ensure that they have appropriate e-safety systems in place at home and on mobile devices. Further advice and support can be given by school – so please ask.

*Related areas –*

*E-mail*

*Safeguarding*

## **First Aid**

A number of staff are trained in first aid and we will administer first aid to children when necessary.

If in the day children have been treated for first aid then a first aid record will be sent home with the child. For head injuries the school will contact you to make sure that you are aware of the injury and that you will need to be observant of your child's symptoms when they return home.

If we are concerned about the medical condition of your child then we will call you and ask you to attend the school.

## **Food**

*See Lunch*

*Snacks*

*Milk and Drinks*

## **Free School Meals**

Some people because of personal circumstances are entitled to free school meals. The details of who is entitled can be found on the Local Authority website;

<https://www.lincolnshire.gov.uk/parents/schools/free-school-meals/>

In addition to you receiving a free meal for your child (and other remissions, such as payment for our residential visit in Y6), the school also benefits from additional funding – so it is important that everyone who is entitled to free meals claims them.

When children are first registered in school we ask if you would give your National Insurance Number. By doing this your eligibility for your child to receive free meals is automatically tracked by the Local Authority checking service. This means that you do not need to apply directly for free school meals should your circumstances change.

Importantly, we also need children of families in Reception, Year 1 and Year 2 to provide this information (even though these children would not pay for meals) in order for the school to benefit from the additional funding that your entitlement attracts.

If your child is entitled to free meals then they are ordered in exactly the same way as for the rest of the school – so you need not be anxious that receiving free meals might mean that your personal circumstances will be divulged.

*Related areas –*

*Lunch*

## **Friends of School**

The school is very fortunate to benefit from the wonderful work of the Friends of the School. They raise additional funds for school through events such as our summer fair. With money raised The Friends have in the past funded our school stage, lighting and sound system, the Reception outdoor area, computers and our allotment – to name just a few.

The Friends are always on the look out for additional people to help them – either on a regular basis or for helping out at individual events. Meeting dates are circulated via school newsletters.

## **Governors**

School governors are volunteers who help to make strategic decisions about the school. A list of governors is published on the school website, or can be obtained from the school office.

## **Hair**

Fashion trends of style and colour are not acceptable for school. Therefore dyed, highly gelled, shaved hair patterns, hair extensions and beaded / braided hair styles are not considered to be acceptable.

Hair should be a suitable, neat and tidy style and a single, natural colour. Hair length should be no shorter than grade 2 and there should be no tram lines or edges in the hair or eyebrows. Fashion hair accessories (including hats, caps and bandanas) are unacceptable.

Keeping long hair tied back is often a good idea, as this keeps long hair from distracting children. Tying back long hair can also help to prevent the transfer of headlice.

Plain hair bands, clips and bobbles are allowed in order to keep long hair to be kept back from the face.

*Related areas –  
Head Lice*

## **Head Lice**

From time to time children may catch head lice. Keeping long hair tied back is useful in preventing the transfer of head lice.

Parents should seek advice if your child catches head lice and should treat the outbreak accordingly. Often it is important to re-treat after about 5-7 days in order to wipe out newly hatched eggs.

Please inform the school office if your child has head lice. Children with head lice are not required to miss school – but they should be treated as soon as possible.

When we get several instances of head lice in the same class we will inform parents so that they can be vigilant.

*Related area*

*Hair*

## **Holidays**

School holiday dates are published on our school website. Alternatively a list of dates can be obtained from the school office.

Pupils are not permitted to be taken on holiday in term time. Only absence in “exceptional circumstances” may be authorised by the Headteacher. Holiday costs and the limitation of holidays to certain times of the year are not considered to be “exceptional” by the Department for Education in their guidance to schools on absence requests. Parents who take children out of school without permission (unauthorised absence), may find that they are fined by the Local Authority.

*Related areas –*

*Absence*

## **Home / School Agreements**

The partnership between parent, pupil and school is very important. That partnership is captured in the home / school agreement that schools are required to put into place with parents. You will be given a copy of our home / school agreement when your child starts school.

## **Homework**

In every school across the land homework divides parents between those who would like schools to give more and those who would like schools to give less. We see homework as serving two main purposes;

- It helps pupils to reinforce and practice concepts
- It provides opportunity for pupils to get into the good routines they will need to have in secondary school.

Homework varies from year group to year group – from around 1 ¼ hours a week in Reception and Key Stage 1 to around 2 ½ hours a week in Year 6. We know that each family have their different demands on time, so we give out children’s homework each Friday and expect it to be returned by the following Wednesday. This allows children to plan when they will do it and so fit in with their other commitments.

In KS2 children have a homework diary in which they will record homework tasks, spellings etc.

### **Information Workshops**

Throughout the year we offer a number of workshops aimed at giving further information about an area of the curriculum. These might cover areas such as maths, reading or e-safety.

Workshops are usually held in the evening at 6p.m. Dates and further information about information workshops can be found in the diary pages of our school website.

### **Internet User Agreement**

On entry to school we require parents to give permission for their child to use the internet. Our agreement also sets out how we will secure use of the internet, as well as setting out how we expect pupils to use the internet.

A copy of our Internet User Agreement is available on our website or from the school office.

### **Jewellery**

Children are allowed to wear one small pair of stud earrings and a sensible wrist watch. Other items, such as wrist bands, may be allowed for school agreed charity events e.g. Poppy Day. “Fitbit” type devices are permitted if they are also used as a watch.

No jewellery is allowed to be worn when undertaking P.E. Unless children can remove and replace earrings themselves then these should not be worn to school on P.E. days.

Children should only have ears pierced at the beginning of the summer holiday, in order for them to heal prior to starting school in September.

*Related areas –  
Physical Education  
Uniform*

## **Kid's Club**

Our Kid's Club provides childcare for children who attend the school. The club is staffed by school staff and operates from a dedicated Kid's Club room.

The Breakfast session operates between 7.30a.m. and 8.45a.m. The after school session runs from 3.15p.m.—6p.m. The club charges session rates, currently £3.00 for the breakfast session and £6.00 for the after school session. Costs may be subject to change.

As well as running in term time, the Kid's Club runs for most school holidays. Further details about cost, holiday dates and bookings can be obtained from the school office or the school website.

When dropping off children in the morning you can contact Kid's Club staff by pressing the blue button next to the office window inside the main school. When dropping off or collecting from holiday club or after school club you can contact Kid's Club staff by pressing the green button near the white gates next to the church.

You can also contact Kid's Club staff by telephone during opening hours. Their telephone number is 07784499965.

*Related areas –  
Car Park*

## **Lost Property**

When uniform is named, staff and children will attempt to return any mislaid items to the correct owner.

Each term we get a great deal of unclaimed unnamed lost property. This is usually stored in various cloakrooms around school. If you have mislaid an item it is often better to look for it after children have left at the end of the school day

– as often items become more noticeable once coats etc. are removed from cloakrooms.

We usually put all unclaimed lost property out in the Main Hall at the end of each term and invite parents and children to take a look for any missing items. Any lost property not claimed at the end of a term is either taken to the local Scope Charity Shop for resale, or thrown away if not in a good condition.

The school accepts no responsibility for items that are lost at school.

## **Lunch**

We are lucky enough to have our own school kitchen providing delicious meals for children. Being in control of the food we serve means that our chef is able to work with children on creating menus that contain meals that they would like to eat. In addition we always have a wide range of salad items on our salad bar. We find that children will often try new things when they are eating with a group of friends, so having hot school meals is a really good way to ensure that your child has a nutritious and delicious lunch.

In Reception, Year 1 and Year 2 all children have hot school lunches. These are provided free of charge and there is a choice of menu options each day. We can accommodate even the fussiest of eaters. For children who have difficulties with food choices our school chef will meet with parents and discuss how we can adapt or amend menus and help your child to begin to enjoy a wide range of food. Similarly we will make amendments to menus in order to accommodate food allergies. The best way to ensure your child enjoys their meal is to talk with them about the choices available and to select with them the food that they are going to eat.

In Year 3, 4, 5 and 6 children have to pay for meals and the cost is currently £2.40 per day.

Ordering meals is easy and all children, whether paid for or not, order their meals via our online ordering site;

[www.hotmeals.st-john.lincs.sch.uk](http://www.hotmeals.st-john.lincs.sch.uk)

An information booklet explaining how to order meals is also available from the school office.

In Year 3, Year 4, Year 5 and Year 6 children may bring a packed lunch to school. This should be balanced and nutritious. Confectionary and fizzy drinks

are not allowed in school. All containers should be plastic and no glass is allowed.

*Related areas-*  
*Free school meals*

### **Make-up**

The school does not consider the use of make up to be appropriate in a school setting. Make up, including nail varnish, should not be worn.

*Related areas –*  
*Tattoos*  
*Uniform*

### **Medical Information**

On entry to school all parents are asked to give us details of any medical information for your child. It is very important that this information is updated with any changes.

If your child has an ongoing medical condition then we will ask that they be included in our medical information poster. This is a prompt for all staff and is kept discretely by staff to help them know who in school has certain medical needs and what to do if an emergency occurs.

If your child requires ongoing medical treatment then you will be asked to tell us about this and we will put in place a plan to support your child. For serious or long term needs we may seek additional funding from the Local Authority to support meeting your child's needs.

*Related area-*  
*Medicines*

### **Medicine**

From time to time your child may need to take prescribed medicines. If this is the case then they must not be brought to school by your child. An adult must bring these to the school office where we will discuss the medicine and what needs to be done to support your child. There will also be some paper work for you to complete.

Unless the medicine needs to be given at certain times, we usually ask if doses of three or less can be given at home – morning, when children return from school and bedtime. However, for doses of four or more we will administer the medicine in school.

All medicine in schools must be in original packaging and with the pharmacy label.

Over the counter medicines can only be administered if you obtain a letter from the doctor detailing that the medicine is required and saying what dose should be given.

*Related areas –  
Policies*

### **Meeting with Staff**

We have a policy of trying to meet with parents as quickly as possible when you have a query or question. Our view is that it is better to share things earlier, rather than letting them grow.

If you need to pass on a simple message then contacting the school office or writing the teacher a note will usually suffice. You can also contact the school office by telephone or email to make appointments with other members of staff. If you want to speak briefly to a teacher then they are usually free at the end of the school day. Mornings are often not such good times, as teachers are often busy getting ready for the start of the day. If you need to speak at length with a teacher then please see them to make an appointment.

If you need to speak to Mr Reid then he usually tries to be about at the beginning and the end of the school day.

*Related areas –  
Contact Information  
Pupil Mentor*

### **Merit Awards**

We operate a merit reward system across school. Children receive merits for doing things well. This can be for academic achievement, effort, kindness, behaviour or helpfulness etc.

After 50 points are collected children are presented with a certificate and a bronze badge. After this children will go on to collect 100, 150 and 200 merits. Each new academic year the merit total is set to zero and children begin their reward journey again.

Parents of children receiving rewards are invited to our Celebration Worship (usually on a Friday). You will receive a letter once your child has collected sufficient merit points.

*Related areas –  
Behaviour*

## **Milk**

Up until their 5<sup>th</sup> birthday children are entitled to free milk in school and this is ordered by school.

After their 5<sup>th</sup> birthday parents must order and pay for milk if they want their children to continue receiving it. This is done via a company called “Cool Milk”. Their contact number is 0844 854 2913 or for further information either call into the school office or look at [www.coolmilk.com](http://www.coolmilk.com)

## **Mobile Telephones**

Adults should not use their mobile phone on the school premises.

Pupils are allowed to bring mobile phones to school if they bring themselves to school. These must be handed in to class teachers on arrival at school and collected at the end of the school day. The school is not responsible for the safety of mobile phones that are brought to school. Parents should ensure that pupils are protected from access to inappropriate material via their mobile phone.

*Related areas –  
E-safety*

## **Money**

If sending money or forms into school then please use a secure envelope and put your child’s details and what the money is for on the front of the envelope.

Children generally don’t need to bring money to school. Exceptions are on a Friday for tuck shop (should parents wish) and any other special events.

## **Music Lessons**

As well as curriculum provision and after school music clubs, children are able to take part in music tuition taken by music teachers who visit the school. These are charged for and are organised either as individual lessons or within small groups.

Tuition can be arranged across a range of different instruments – brass, woodwind, string, piano, keyboard and drumming. Children can start lessons from Year 3 onwards.

For further details please ask at the school office.

*Related areas –  
Curriculum*

## **Newsletters**

Communication is key and the main way in which we do this is through our weekly newsletter. This is sent to parents every Wednesday, along with other letters and information.

We prefer to send you our letters via e-mail, so please ensure that we have your most up to date information.

Copies of our newsletter are also uploaded onto the school website.

*Related areas –  
E-mail*

## **Parent Consultation Evenings**

We hold parent consultation evenings three times a year, usually after reports have been sent home. We usually invite parents to bring their children with them to these meetings so that your child hears key messages from the class teacher. If there is anything you wish to discuss without your child being present then this fine – on the parent evening reply slip there will be an opportunity to let the class teacher know.

*Related areas –  
Meeting with Staff  
Reports*

## **Parking**

The school car park is not large enough to accommodate parent parking. Please do not use the school car park.

When parking in the immediate area around school please be aware that you must not:

- **Park or drop children off on Zig Zag lines**
- **Park within 10m of a junction**
- **Block the drives of local residents**
- **Block dropped curbs**

Parents using Breakfast Club may use the school car park if they are dropping children off **before 8a.m.** Parents picking children up from After School Kid's Club may use the car park if it is **after 5p.m.**

Parents should not use the car park when picking up from after school activity clubs.

*Related areas –*

*Bicycles*

*Car Park*

## **Pets**

Dogs are not permitted on the school premises – including the school grounds. Please also do not tie dogs to the school railings whilst you collect your child. Parents bringing pets to school should make arrangements with other parents to collect their child – but please ensure the school knows who will be picking up your child.

*Related areas –*

*Collecting your child from school*

## **Physical Education**

All children are required to take part in P.E. and Games. Staff plan different areas of P.E. each term and across the year a variety of P.E. activities are offered.

Children need suitable clothing for P.E.;

Blue or black shorts  
A plain white t-shirt  
White socks  
Jogging bottoms and top (preferably without a zip)

For indoor P.E. children will usually not wear footwear as they get better grip on apparatus with bare feet. In Reception and KS1 black plimsolls are needed.

Children in KS2 will need suitable trainers for outdoor P.E.. More information about suitable footwear should be sought from class teachers.

No jewellery is allowed when undertaking sporting activities, including earrings. Children must either not wear jewellery on P.E. days, or must be able to remove it themselves. Please note that the school accepts no liability for any jewellery removed and lost.

Long hair must be tied back for P.E. and Games activities.

*Related areas –*

*Hair*

*Jewellery*

*Uniform*

## **Policies**

The school has a number of policies that lay out the detail of how we deal with various matters. Copies of school policies can be found on our school website or paper copies can be requested by contacting the school office.

*Related area –*

*Website*

## **Pop Ins**

Each term we give parents the opportunity to attend a short session where the class teacher will outline the main learning for the coming weeks and any specific areas where parents can help with a child's learning. These are usually held at 9a.m. and 3.30p.m. and they are advertised on our school website, in school newsletters and via text alerts.

If you are unable to attend, the notes from Pop Ins are usually published on the year group pages of our school website.

## **Pre-school children**

When pre-school children are brought to school by adults they must be supervised by the person bringing them.

Pre-school children should not play on climbing frames and trim-trails. Please also ensure that pre-school children do not play around cars in the school car park.

## **Pupil Mentor**

The school recognises that pupils sometimes need a little extra support. Sometimes family difficulties and bereavements need support. Sometimes children may have difficulties in school, such as friendship issues or bullying. Sometimes behaviour at home or at school may be a problem.

Whatever the issue it is good to have someone whose role is to have the time to listen and support. Karen Buckley undertakes this role here at St John's and she would be pleased to hear from you if you think she can be of any help.

*Related areas –*

*Bullying*

*Meeting with staff*

## **Religious Education**

Religious education is part of our school curriculum and our school uses the Lincolnshire Agreed Syllabus as a programme of work across the school. The main purpose of Religious Education is twofold – first to inform children about what people who follow the major world faiths believe and second, to think about their personal response to these beliefs.

As a church school our aim is not to create people of faith, but it is to provide a safe environment in which faith is spoken of and explored in an environment where views are sought and respected.

Parents have the right to withdraw children from religious education. Obviously as a church school we would hope that parents would have considered the role of religious education in our school when making their school choice. Very few children are withdrawn from religious education, but when they are the school

provides supervision by the child attending lessons in the adjacent year group class when religious education lessons are taking place.

*Related areas –*

*Christian distinctiveness*

*Collective Worship*

## **Reports**

We send home a school report three times a year. Usually these are around November, April and July. Our reports are a good way of parents being able to assess the attainment and progress that their children are making.

## **Respect of school staff**

The school will not tolerate abusive or aggressive behaviour. We recognise that occasionally issues might result in parents feeling cross or frustrated, but staff deserve to be treated respectfully. Parents who act inappropriately will be asked to leave, and may ultimately be banned from the premises.

## **Safeguarding**

All schools have a duty to safeguard children. This covers a many areas from ensuring that the school building is safe and secure to ensuring that we are vigilant to any signs of abuse that a child may be subject to – and everything in between.

The school works with parents and where appropriate other agencies such as Early Help Workers and Social Services to support the children of safeguarding. All safeguarding matters are confidential and we only share relevant information on a need to know basis.

The school has a number of policies on our website that relate to safeguarding, including a Safeguarding Policy. These set out how the school goes about safeguarding children. If you have any concerns regarding any area of a child's safety – both in or out of school, then please speak to the Paul Reid, Headteacher who is one of the Designated Safeguarding Lead. Alternatively you can contact Helen Stray (Deputy Headteacher) or Karen Buckley (Pupil Mentor), who both are deputy safeguarding leads for the school.

The school also has a governor who has a designated safeguarding role. They can be contacted via the school office.

*Related areas –*

*Bullying*

*E-safety*

*Social Media*

## **Secondary Education**

Children leave St Johns in the July of their 11<sup>th</sup> year of age (Year 6). During Year 5 you will receive information that will help you to think about selecting an appropriate secondary school.

In this area children sit their 11+ entry test in the September of their final year in primary school. Details of these tests and secondary transfer are usually given at a meeting for Year 5 pupils and parents in the summer term before they move into Year 6.

## **Social Media**

We encourage parents not to allow children to access social media such as Facebook or Snapchat. Even Year 6 children can find it difficult to understand the difficulties that are created by sharing opinions etc. on line. Often children treat social media in the same way as they might view talking in the playground, forgetting that anything shared is read by a very wide group of people and that comments stay public forever.

We also ask that parents approach school with any concerns or queries, rather than voicing them on social media before we are given the opportunity to speak with you.

*Related areas –*

*E-Safety*

## **Smoking**

Smoking is not permitted anywhere on the school site. This includes vapour type smoking implements.

## **Snacks**

Children in Reception, Year 1 and Year 2 get a piece of fruit free of charge to eat as a snack at break time. Children in Years 3, 4, 5 and 6 may bring fruit for break. No other snacks are permitted.

On a Friday our School Council run a tuck shop at morning break selling healthy snacks. These are usually priced at between 20p and 30p and children should bring no more than £1 to school.

*Related areas –*

*Drinks*

*Food*

*Lunch*

*Milk*

## **Sunny weather**

We encourage children to bring in sun protection lotions to apply at lunch times during sunny weather. Children must apply sun protection lotions themselves.

We encourage children to wear sun protection eyewear when playing outside during sunny weather. Parents should be careful only to purchase sunglasses that are approved to cut down the damage caused by the sun's glare. Children must not wear sunglasses indoors.

Children should bring a cap / hat in sunny weather to protect their head.

*Related areas –*

*Uniform*

## **Swimming**

We have limited access to the local swimming pool and for this reason we focus our swimming lessons on Year 4. Children take swimming lessons for half a school year. All children must attend swimming lessons as this is a statutory part of the National Curriculum.

Children need a swimming costume and a swimming cap. Long hair must be tied back. Girls must wear swimsuits and not bikinis. Swim shorts should not be longer than mid-thigh in length. No jewellery should be worn whilst swimming (including earrings).

We ask parents to consider making a small voluntary contribution to cover the cost of transport to the swimming pool. Further details about swimming are sent to parents at the time their child's class are due to go swimming.

*Related areas –  
Charging and Remission Policy  
Hair*

## **Tattoos**

Tattoos are not considered to be suitable for school. Stick on, transfer and permanent tattoos are not permitted.

*Related areas –  
Uniform*

## **Text Messages**

When you enrol your child you will be asked to provide a mobile number that we will use to communicate with you through text message. These will usually be short reminders of events or deadlines.

*Related area –  
Communication  
Email  
Newsletters*

## **Toys**

Children should not bring toys to school. Sometimes teachers may request that toys are brought in for a special day or topic. Teachers will let parents know if these are requested.

Fiddle toys are also not allowed. For children who have additional needs the school will provide appropriate equipment to support those needs.

*Related area –  
Additional Needs*

## **Twitter**

We use Twitter as a way of communicating with parents day to day events that occur in school. You can follow us by following us @SpaldingStJohns. You can also see our Twitter feed on the front page of our school website.

*Related area –  
Website*

## **Uniform**

We have a school uniform at St. John's because it helps to give all children in school a sense of belonging to the school community. We also find that most parents prefer to have a uniform rather than be pressured into purchasing the latest "designer wear". We expect children to be dressed neatly and tidily and we hope that all parents will support the wearing of our uniform and help their children to take pride in belonging to St. John the Baptist Primary School.

The school sells some uniform with an embroidered school logo. You can purchase items via our uniform shop which is open from 3.00p.m until 3.30p.m. most Tuesday afternoons. Alternatively you can pick up uniform order forms from the school office and place orders with them. Whilst many parents prefer to use uniform with the school logo we are aware that cheaper uniform is available from supermarkets and other local stores. The school does not insist that children wear uniform with a logo, and as long as parents choose matching school colours, uniform without a school logo is acceptable.

The uniform is as follows:-

Boys

Grey trousers or shorts, grey socks, navy blue jumpers, fleeces or sweatshirts and sky blue shirt or polo shirt.

Girls

Grey skirts, trousers or pinafore dresses, navy blue jumpers, sweatshirts, cardigans or fleeces, sky blue blouses or polo shirts and white or grey socks. Blue gingham or striped dresses or grey shorts may also be worn in hotter weather.

Shoes

Black shoes should be worn and these must be sensible and appropriate. In particular heels should be low. Children should not wear trainers.

In bad weather children should change into more school shoes or plimsolls if they come to school in wellington boots. Other forms of boots should not be worn in school.

In summer children are permitted to wear substantive sandals which are white or black. Dark coloured walking sandals are also permitted.

#### Book / P.E. bags

Children should also have a suitable bag to carry home reading books, homework and P.E. kit. These are available from school.

All clothing should be named with your child's name. Sewn name tags are much better than writing names on labels, as writing will often wear off over a short period of time.

#### Second Hand Uniform

The school does not have a second hand uniform stock, as we do not have storage facilities. However, we do work with the local Sense Charity Shop, 3-7 Station Street, Spalding. They will often have stock of uniform – especially around the main uniform buying times. If you have good quality uniform that is too small then please donate it to Sense if you cannot find anyone else to use it.

#### *Related areas –*

*Jewellery*

*Hair*

*Lost Property*

*Make-up*

*Physical Education*

*Tattoos*

#### **Volunteers**

We welcome parents and grandparents to help out in school. Some volunteers help out regularly and some help out with things like school trips and special curriculum days.

If you help in school regularly we will undertake a DBS check to ensure you have no criminal convictions that would prevent you from working alongside children.

When helping in school, staff will work with you to identify your skills and they will try to utilise these to support children's learning.

### **Website**

The school has a website that contains information, policies and copies of newsletters and forms. You can find the website at [www.st-john.lincs.sch.uk](http://www.st-john.lincs.sch.uk)

*Related area –  
Twitter*