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TOGETHER WE WILL GIVE OUR  
CHILDREN THE ROOTS TO GROW,  
AND THE WINGS TO FLY

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## School Handbook for Parents

St John's C of E VA First School  
Christchurch Street East  
Frome  
Somerset  
BA11 1QG

Tel: 01373 462251  
Email: [office@stjohnsfrome.co.uk](mailto:office@stjohnsfrome.co.uk)

Website: [www.stjohnsfrome.co.u](http://www.stjohnsfrome.co.u)

## Welcome to St John's Church of England Voluntary Aided First School

A very warm welcome to our school! If you are reading this handbook it is because you have applied for and accepted a place at our school for your child / children. I hope you will find this information interesting and informative.

St John's is a Church of England First School for up to 300 children aged 4 to 9 years in the heart of the busy market town of Frome and we work closely with 17 other schools in the Frome Learning Partnership. We also have strong links with the many nurseries which feed into us, and with the two middle schools to which most of our children transfer at the age of nine.

At St John's, we learn, work and play together in a happy, stimulating and secure environment, where everyone is valued and encouraged to achieve their best. Our motto is 'Together, we will give our children the roots to grow and the wings to fly' which is achieved through the solid foundation to learning that the children gain at St John's, preparing them for their future learning and experiences.

The staff team value the important role that they have to support children's learning and personal development. Positive relationships are developed to support the children in feeling safe and secure at school in order that they flourish in their development and learning.

We look forward to supporting your child as they start at our school and continue their learning journey at St John's.

Mrs Teresa Gilbert  
Headteacher



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## Information

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**Website:** [www.stjohnsfrome.co.uk](http://www.stjohnsfrome.co.uk)

**Head Teacher** Mrs Teresa Gilbert

**Chair of Governors** Ms Kerry Smith

**Pupils on Roll** 231 (June 2024)

**Type and Age Range** First School 4 – 9 years

**School Hours** 8.45am – 3.15pm

**Local Education Authority** Somerset Council  
County Hall  
Taunton  
TA1 4DY  
Telephone 01823 355455

**Diocese of Bath and Wells** Education Department  
The Old Deanery  
Wells  
Somerset  
BA5 2UG  
Telephone 01749 670777

## St John's C of E VA First School Mission Statement

'Together, we give our children the roots to grow and wings to fly.'

As John the Baptist prepared the way for Jesus, here at St John's, we strive to prepare children for life – *'life in all its fullness'* (John 10:10).

As a fully inclusive Church school, we are rooted in hope. We aspire to nurture and help our children to be the best versions of themselves.

Our school staff, parents and governors work together to help our children flourish as respectful, confident and aspirational citizens who seek to positively contribute to the school community, local community and the world beyond.

We want children attending St John's CEVA First School to:

- experience learning in a nurturing and supportive environment
- develop values and skills that help them on their learning journey and beyond,
- enjoy their learning and be inspired to do their best in everything,
- work together with others and develop the skills of team work, resilience and tolerance,
- experience a wide range of learning opportunities with a curriculum that is aspirational, stimulates curiosity and enjoyable,
- gain an understanding of their individuality and express themselves with confidence
- develop friendships that are secure and provide positive memories of school life
- experience roles of responsibility in class and across the school

Our Shared Values of **Kindness, Empathy and Resilience** are taught and promoted across the school in classes, Collective Worship and through our school ethos.

Our Curriculum Drivers of **Aspiration, Curiosity, Enjoyment**, promote the learning values that underpin our curriculum and what is taught in school.

Like birds who nest in trees, the St John's community aim to nurture their young, who then go on to fly out into the world and flourish.

## About Our School

Most of our children live in the immediate locality but some travel across town to be with us. We are an inclusive and diverse school community and we value the importance of learning about and from different cultures and religions.

Our children take a pride in their school and make the most of the opportunities with which it presents us all.



The school was built in the 1930s and has large airy classrooms with high ceilings. Our magnificent hall has a splendid view of our church and of the town.



In addition to our classrooms and school hall, we also have a library, and a number of small group work rooms.

Our Reception and Year One Classes have their own secure outdoor areas for learning through play.

There are two playgrounds and a school garden. Each playground has a separate quiet area with table top board games for those wanting a quieter playtime.

## School Staff

The **Head Teacher**, assisted by the **Deputy Headteacher** is responsible to the Governors for the day to day running of the school and for bringing the school's vision to reality.

The **Senior Leadership Team (Deputy Headteacher, SENCO and School Business Manager)** supports the Head Teacher with the overall running of the school. They take charge of the school in the absence of the Headteacher.

The **School Business Manager** has responsibility for managing Finance, Premises, HR and other administrative work. She is supported by our **Administrator** and **Finance Assistant**.

The **SENCO** (Special Educational Needs and Disability Coordinator) is a teacher who ensures that the special educational needs of our children are being met by staff and the school. Liaison with outside agencies is a key part of this role.

**Class Teachers** are responsible for the teaching and learning of their class and each has responsibility for an area of the curriculum.

**Learning Support Assistants** are deployed across the entire school. They have a key role in helping children overcome barriers to learning. They may support in class or deliver specific programmes for small groups or for children who need some extra support, for example with Reading, Spelling, Maths, Co-ordination or Social Skills.

**Higher Level Teaching Assistants** carry some additional responsibilities, including some whole class teaching to release teachers for assessment, planning and preparation time and to cover short term absence.

**Midday Supervisors** look after the children at lunchtime, supervising them in the hall and on the playgrounds.

The **Caretaker** maintains the school premises both during and after school. He is supported by a team of **Cleaners**.

***For the safeguarding of your children, all those who work in school either on a paid or voluntary basis are required to go through safer recruitment checks, as set out in the government guidance, 'Keeping Children Safe in Education'.***

## Classes

Our classes are named after trees:

<b>Class</b>	<b>Year Group</b>	<b>Age of Children</b>	<b>Key Stage</b>
Oak	Reception	4 - 5	EYFS
Ash	Reception and 1	4 - 6	EYFS and Key Stage 1
Hazel	1 and 2	5 - 7	Key Stage 1
Fir	2	6 - 7	Key Stage 1
Rowan	3	7 - 8	Key Stage 2
Willow	3	7 - 8	Key Stage 2
Sycamore	4	8 - 9	Key Stage 2
Maple	4	8 - 9	Key Stage 2

The EYFS and Key Stage 1 classes are all situated on the ground floor, and Key Stage 2 are upstairs.

We have a number of rooms for interventions and small group work.

# The School Day

The timetable below details our normal school day.

- 08.00 Early Birds (Bookable Childcare provision)
- 08.35 Doors Open – children make their way to class – Early Morning Activity
- 08.45 Doors Close / Registration

During the morning, each class has a playtime followed by further lesson time.

- 12.00 – 13.00 Reception and Key Stage 1 lunch and playtime
- 12.10 – 13.10 Key Stage 2 lunch and playtime

Various start times for afternoon lesson time depending on Year Group. Reception and EYFS and Key Stage 1 also have an afternoon playtime.

- 14.40 Collective Worship
- 15.15 End of School
- 15.15 – 17.30 After School extra-curricular clubs (Bookable Childcare provision)

On Mondays, we have Headteacher’s Awards in Collective Worship, which takes place at 9.00am. If your child is receiving an award, you will be invited to watch them collect their award.



The School is open for pupils for 190 days a year. Details of holidays and closures due to In-Service Training are published on our website and given as far in advance as possible.

<https://www.stjohnsfrome.co.uk/term-dates>

## Extra-Curricular Activities

We run a programme of extra-curricular activities within our after school wraparound care provision (see p15 for more details). We also have a number of visiting music teachers.

In the 2023-24 academic year extra-curricular activities have included:

- Art Club
- Street Dance
- Multi-sports
- Christmas film night
- Coding club
- Games night



## Arrival at School and Collection from School

We expect children to be accompanied onto the school playground and up to the building entrance by an adult in the morning. Entry points are detailed below:

Classes	Year Groups	Enter School Site by	Entry point
Oak	Reception	Gate off Blindhouse Lane	Oak Class Cloakroom door
Ash	Reception / Year 1	Front Playground	Side gate on the front playground.
Hazel Fir	Year 1 and 2 Year 2	Front Playground	Year 1 outdoor area gates
Rowan Willow Maple Sycamore	Year 3 and 4	Gate off Blindhouse Lane	Lower Ground floor door on back playground

To provide a calm start to the day the children go straight to their classes from 8.35am, where they will find an early morning activity for them to do.



It is very important that children arrive on time so that they can settle quickly and be involved with morning routines. If for any reason you are running late, please try to let us know. If your child does arrive at school after 8.45am, they will need to be taken in through the front main entrance. In line with Government rules, children arriving late but before registers close will be marked as late on the register. Children arriving after the registers close will receive an unauthorised absence. We monitor attendance throughout the year and work with families where children are regularly late or have a high absence level (see attendance section below).

At the end of the school day, parents / carers are asked to wait to collect their children on the playgrounds. The teachers will bring the children out and supervise them until parents or carers collect them. Children should be collected from the same locations detailed above.

If you are unable to collect your child and someone else is doing it for you, please let school know in advance.

If you would like an older sibling aged 16 or above to collect your child, we will need permission in writing in advance.

If for any reason you are running late, please try to let us know. Children who have not been collected on time will be placed in our Twilight Wraparound Care provision, which may incur a charge.

## The Journey to and from School

As a Healthy School we are committed to encouraging families to walk to and from school, wherever possible.

**There is no parking at all on or next to the school site. If you need to bring your car, you will need to either use the pay and display car parks on Vicarage Street or find a suitable parking space away from school.**

We have one accessible parking space available. Please inform us if you are a blue badge holder and need to use this space.

As a school in a built-up area we have some areas with private residents' parking and we ask parents to respect this.

## Attendance and Registration

It is the responsibility of parents and carers to ensure that children attend school regularly and on time. The school gives high priority to attendance and is proactive in working with parents and carers to achieve high school attendance rates. If children are not in school they cannot be expected to make the same progress as their peers. If your child misses school frequently they may not be able to keep up with the schoolwork and may also miss out on developing and maintaining friendships.

To support good attendance, the school works in partnership with Local Authority Education Safeguarding Officer. Attendance of all children is monitored regularly and as soon as a pupil's attendance is a cause for concern, we will contact you.

If your child will be absent from school for any reason please telephone the school absence line first thing in the morning. If we have not received a message from you by the time registers close we will contact you to confirm your child's absence.

Please let us know in advance if you need to take your child out of school for a medical appointment. **Proof of the appointment is requested.** This is copied and held on your child's file.

### **Term Time Leave for Holidays**

There are strict rules governing absences which are allowed (authorised), and those which are not (unauthorised). We strongly discourage holidays being taken during term time and other absences that cannot be authorised. They are recorded as unauthorised absences unless the case is exceptional as identified in the Local Authority guidance.

You must apply for permission in advance, using a 'Term-Time Leave Request' form. The request must come from the parent / carer with whom the child normally lives. Where children are taken out of school for holiday purposes and requests have not followed the procedure detailed in the Attendance Policy, and/or the Headteacher has not been able to authorise the request, the absence will be recorded as unauthorised. This will lead to a penalty notice being issued if the absence is 10 sessions (5 whole school days) or more.

***The school has an Attendance Policy, which is available on the school website.  
Parents and carers are encouraged to read this important document.***

## Illness, Accidents and Personal Care in School

If your child is taken ill at school we will telephone you. If we get no reply we will leave a message and try another number from the contacts you have provided.

If your child has a minor accident at school they will receive basic first aid, which will be logged. Parents are informed via email if their child has a mild bump to the head.

On the rare occasion that there are more serious accidents, parents are notified immediately by telephone. If a parent is unable to get to the school quickly, and if we deem it necessary, the child may be taken to the Minor Injuries unit by two members of staff in a staff car which has business insurance.

### **Administering Medicine at School**

We are not able to hold or administer medications in school, unless it is an inhaler for asthma or long-term regular medication that has been agreed as part of a medical care plan for your child.

### **Injured Children**

Occasionally young children have accidents, (not necessarily in school) which result in them having a cast or requiring crutches. We can accommodate these children in school, but we do have to complete a risk assessment before they attend school, to ensure we can keep them safe. Please contact us if you find yourselves in this position.

### **Toilet accidents**

Please ensure your child is toilet trained and confident with tasks such as wiping after using the toilet and washing hands before starting school. If your child has a toileting accident at school, we will support them to get changed or call you if they need more assistance. It would be helpful for your child to have some spare clothes in school during their Reception Year, in case of these accidents.

We are not able to assist with intimate care unless part of a medical care plan agreed with the SENCO.

**PLEASE ENSURE YOUR CONTACT DETAILS ARE ALWAYS KEPT UP TO DATE AND THAT WE HAVE AT LEAST THREE CONTACTS IN CASE OF EMERGENCIES**



# Communication

How we will communicate with you:

## **Urgent communications**

If your child is unwell or there is another urgent matter concerning your child, we will ring the contacts on your child's pupil record in order. Please make sure that we always have an up to date number that will be available throughout the day.

## **ParentMail**

ParentMail is our main communication and online payment system. We use this service to send out whole school, year group and individual communications, to notify you about any school closures and to take online payments.

Download the free ParentMail app now, so you can see all your school communications, payments and bookings in one place.

## **Newsletters**

The St John's Journal celebrates events and learning in school and contains reminders for parents and is sent out to parents through ParentMail as well as being available on the school website.

## **Individual letters**

These will be about specific information you need to have or details of specific events. These will not always be whole school letters; they will often be just for a single year group. They will be written and emailed to you through ParentMail as and when required. All individual letters will also be published on the school website.

## **Website**

Copies of the Journal, curriculum newsletters, and diary dates are published on the website. You can also find our term dates, curriculum overview, school policies and other information.

## **Closed Facebook Page**

If you haven't joined already, please request to join our closed Facebook group for current families. We share regular updates on school life and welcome posts from families. Follow the link below to request to join the group. Don't forget to answer all the joining questions and tick the box to indicate you agree to the group rules. <https://www.facebook.com/groups/stjohnsfirstschool/>

## **Open Facebook Page**

We have an open Facebook page, which we aim to use to share the fantastic things children are doing in St John's with the wider Frome community. Please visit this page and 'like' it so that it becomes more visible on Facebook. <https://www.facebook.com/StJohnsFirstSchoolFrome>

## **Curriculum Information for Parents**

Information about the curriculum being covered in classes each term is sent out to all parents and also saved on the school website.

## Seesaw

This is our online learning platform that we also use to communicate with families around their child's learning. Log in details will be sent out in September and you can download the Seesaw app to receive notifications.

How we ask you to communicate with us:

### Urgent communications

Please call the School Office on 01373 462251 or email us at [office@stjohnsfrome.co.uk](mailto:office@stjohnsfrome.co.uk) . The telephone lines are staffed and emails monitored from 8.00am to 4.30pm.

### Routine communications

- For general queries, comments, concerns – [office@stjohnsfrome.co.uk](mailto:office@stjohnsfrome.co.uk)
- For lunch, wrap around care and finance matters – [finance@stjohnsfrome.co.uk](mailto:finance@stjohnsfrome.co.uk)
- To contact your child's teacher – please message them through Seesaw

We aim to respond to email queries by the end of the following working day. However, there may be some occasions where this is not possible, but it is our intention to acknowledge the query while we gather the information requested.

## Payments to School

We are a cashless school. All payments should be made via ParentMail online. If you wish to pay for something with cash, you can print a barcode from ParentMail to take to a local Pay Point or we can print one for you at school.

We do accept cash for some fundraising events but will let you know at the time.



## Before and After School Childcare Provision

Early Birds: 8.00—8.35am / After School Club: 3.15 —5.30pm

We provide before school childcare at our Early Birds club and a programme of extra-curricular activities and childcare in our after school club.

Extra-curricular activities offered have included;

- Art Club
- Street Dance
- Multisports
- Christmas film night
- Coding club
- Games night

The exact timetable for the autumn term will be published in July.

Spaces can be booked on an ad-hoc or regular basis through our online payment system, ParentMail. Payment is made through ParentMail at the time of booking. We can also accept childcare voucher or tax-free childcare payments. Please contact the Finance Office ([finance@stjohnsfrome.co.uk](mailto:finance@stjohnsfrome.co.uk)) for more information.

Bookings for September 2024 will open at some point in July. We will send out the timetable and notify all parents when bookings are due to go live a bit nearer the time.

Rates per session for 2023-24 are given below. Rates for September 2024 will be agreed in July 2024.

Early Birds (including breakfast)	£2.80
After School club (collection by 4pm)	£2.70
After School club (collection by 4.30pm)	£4.50
After School club (collection by 5.30pm)	£6.50



## The Curriculum

The curriculum at St John's C of E VA First School is based on a clear set of aims, which reflect our educational philosophy and covers the requirements of the Early Years Foundation Stage and then the National Curriculum.



When children start school, they join a Reception class, which is the final year of the Early Years Foundation Stage. They continue to work on the Early Years Foundation Stage Curriculum, which they accessed at nursery school. The areas of the EYFS Curriculum are:

- ❖ Communication and Language
- ❖ Personal, Social and Emotional Development
- ❖ Physical Development
- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the World
- ❖ Expressive Arts and Design

On entry to Year 1, children start to work from the National Curriculum and will continue to follow the National Curriculum for the rest of their time in school. The subjects within the National Curriculum are as follows:

### Core Subjects:

- ❖ English
- ❖ Mathematics
- ❖ Science

### Foundation Subjects:

- ❖ Art and Design
- ❖ Computing
- ❖ Design and Technology
- ❖ Modern Foreign Language (KS2 children only)
- ❖ Geography
- ❖ History
- ❖ Music
- ❖ Personal, Social, Health, Economic and Relationships Education
- ❖ Physical Education



## The Importance of Phonics

When children join the school in Reception they start to learn that letters represent sounds and then that two letters together can represent a sound. They quickly build up their knowledge of letter sounds in their phonic lessons and then how to use these to read simple words. We use the Read Write Inc phonic scheme for phonics teaching until children are reading the scheme books with fluency and confidence. Phonics is the key strategy for teaching children to read and spell and children have daily phonic lessons. Children have regular support in school for their phonics learning and we value the support given from home to keep the children practising their phonic knowledge, word reading and then with reading their books.

## Curriculum Teaching

We use a theme approach to teaching and learning to ensure that the children develop their learning in a meaningful way. We make links between subjects where possible but always ensure that the children understand the key skills and knowledge for individual subjects. Teachers plan lessons and activities that interest and excite the children and ensure that they gain opportunities to enrich their learning through workshops and visits. We also use quality children's literature to support the children's reading and writing development across the school.

Our curriculum for each year group is available on the school website. We publish the theme and related learning that each year group is doing at the beginning of each term. We also share each year group's core learning for the following week through messages on SeeSaw.

We run a number of cross-school projects, theme days and focus theme weeks, which in recent years have included:

- ❖ Faith Week
- ❖ World Book Day
- ❖ Specific Authors or Stories
- ❖ Environment Week
- ❖ Sports Week
- ❖ The Big Draw
- ❖ Fundraising Days for Children in Need, Comic Relief, Save the Children Christmas Jumper Day

Visitors to the school, and educational visits, play an important part in our exciting curriculum.

A residential visit (2 nights) is offered to pupils in Year 4.



## Music

Music is very important to our school; we enjoy singing together as a whole school in Collective Worship and within weekly music lessons. Peripatetic Music Lessons are also available at an additional cost to parents for piano lessons or to play electric instruments in RockSteady lessons



## Acts of Collective Worship and RE

### Collective Worship

Our daily acts of Collective Worship are mainly of a Christian character, and we also explore stories from other religions, faiths and non-faiths. The majority of our acts of worship are held in the hall, but once a week in classrooms. We also have services held in St John's Church for Harvest, Christmas, Easter and at the end of the year. We believe that this is an important time for our school community to meet together. We sing hymns and songs, and share an opportunity for reflection or prayer each day, reflecting on spiritual and moral issues, promoting a common ethos with shared values, rooted in our church foundation.

Collective Worship is led by the Head Teacher or other teachers. Sometimes members of the church and school community may visit to lead the session.

### Religious Education (RE)

The Somerset Agreed Syllabus for Religious Education provides the basis for our Religious Education teaching.

***Under the provisions of the Education Reform Act 1988 all parents have the right to withdraw their children from the School's daily act of Collective Worship, which has a mainly Christian content. Any parent wishing to withdraw his/her child from Collective Worship or the religious elements of the curriculum should make a written request to the Headteacher. Alternative supervision and work arrangements will be made in these cases.***



# Assessment

## Assessment by Teachers

All children are regularly assessed by their teacher as part of their everyday work in school. This enables teachers to match the work to the individual needs of the children in the class. At the end of each academic year, details of each child's achievements are passed on to the next teacher. An 'annual written report' is produced for each child in Term 6 (July), to inform parents and carers about their child's progress in all areas of the curriculum.

## Statutory Assessments

### *EARLY YEARS FOUNDATION STAGE (EYFS)*

At the end of their time in the EYFS (end of Reception), teachers assess each child's level of development against national expectations for each of the 17 Early Learning Goals (ELG). Drawing on their detailed knowledge of each child, teachers assess children as being either at an emerging or expected level of development compared to the national standards for the end of Reception in each ELG.

### *YEAR 1 PHONICS SCREENING CHECK*

In June of Year 1, all pupils complete a short phonics screening check where they sit one-to-one with a known teacher, and use their phonic skills to sound out and read nonsense (also known as 'pseudo') and real words. The pseudo words are used to specifically test children's ability to use phonics (sounds) to help them read words they have not seen before. Parents will be told whether their child has met or has not yet met the expected phonics standard for children at the end of Year 1. Where children have not yet met the standard, the school provides additional individual and small group phonics support as pupils enter Year 2 and the children will take another check at the end of Year 2.

### *YEAR 4 MULTIPLICATION CHECK*

In June all children in Year 4 complete an online Times Tables Check. This tests their ability to recall multiplication facts up to and including 12 x 12 at speed.



## Meeting Individual Needs

It is our aim that every child has the best possible education and the opportunity to fulfil their potential. We want all our children to play a full part in the life of the school and community and to enjoy their learning.

### Special Needs Provision

The Special Educational Needs and Disabilities Policy at St John's C of E VA First School complies with the requirements of the 2014 Code of Practice.

Children experiencing persistent difficulties and are not making expected progress despite the support in place, may need to access additional or different support. This support could take the form of advice from an external professional such as an Educational Psychologist, a Speech & Language Therapist or a School Nurse. It may also include provision of a modified curriculum.

A vital part of our Special Educational Needs provision is support from parents and carers:

- ❖ to help children practise key skills on a regular basis at home
- ❖ to work in partnership with school staff to provide the best learning opportunities for the child
- ❖ to share information about their child, particularly in respect of relative strengths and areas of concern.

The SEN and Disabilities Policy is available on the school website along with the school's offer for children with SEND. This details the support the school is able to provide, and how parents/carers can find out more about the services that might be available to support their child and other close family members.



## Behaviour

As a school we feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure and respected.

Our School Behaviour Expectations are for children to be:

- ❖ Ready
- ❖ Safe
- ❖ Kind

These expectations are referred to regularly throughout the school day to ensure that the school is a calm and safe environment for children to learn and play within. Adults communicate with the children about these expectations and the focus is on the behaviours and attitudes that we want to see. The agreed Behaviour and Relationships Policy (available on our School Website) ensures that there is consistency, and that there are high expectations set, from adults to support the children in doing the right thing in school.

Children are taught about positive friendships and behaviour through the school ethos, values and the curriculum, such as through the Personal, Social, Health and Relationships Curriculum. We take part in Anti-Bullying week to ensure that children have an understanding of what bullying is and what to do if they think this is happening to them. We use a restorative approach to supporting children when friendships have gone wrong to help them to see the other points of view and to find a solution to the problem. Children are taught about the importance of saying sorry and finding a way to make the other person feel better.

Reward systems are in place to encourage positive behaviour such as: a well done from their teacher, 'star of the day' awards, stickers, praise postcards and termly Role Model Awards. Classes receive 'Buzz Time' (up to 30 minutes per week of free choice activity) as a reward for good behaviour in class during the week.

The children are also organised into House Teams: Robins, Woodpeckers, Goldfinches and Kingfishers. Children can earn house points for a range of things such as good work, exceptional attitudes to learning and demonstrating our school values.

To work in partnership, we ask parents and children to sign our 'Home/School Agreement' at the beginning of each year to ensure that we are working together to secure the best behaviour and attitudes from the children and adults in school.

## School Uniform



St John's school colours are red, grey and white. Please choose from the following:

- ❖ Grey trousers, shorts, skirt or pinafore dress
- ❖ A red sweatshirt or cardigan (having the St John's logo on these items is optional)
- ❖ A white polo shirt, blouse or shirt (no logo required)
- ❖ Grey, red or black tights or socks
- ❖ Black or grey flat sensible shoes or boots that are fastened securely on the foot
- ❖ In summer months, a red gingham dress or gingham skirt with a white polo shirt are acceptable
- ❖ In summer months, sandals are acceptable but must be fastened securely on the foot

The following items are not acceptable items of school uniform

- ❖ Trainers (apart from as part of PE kit)
- ❖ Croc style shoes or flip flops

## PE

Children need to bring a PE kit to school because getting changed is a key skill for the children to develop independence and practise fine motor skills to fasten their clothing. Support will be given to children as required. PE kit needs to be brought into school in a small bag and must include:

- ❖ Plain black shorts or leggings or tracksuit bottoms
- ❖ A red t shirt or white t-shirt
- ❖ Grey, red or black socks
- ❖ A red sweatshirt or cardigan
- ❖ Black plimsolls (daps)



## Bags and Coats

- ❖ Children should bring a weather appropriate coat to school every day. In winter months they should bring a hat and gloves. In summer months they should bring a sun hat.
- ❖ Children at St John's are provided with a school book bag as a gift from the Friends of St John's.
- ❖ Reception and Key Stage 1 children should only bring their book bag and PE bag into school. No other bag is required and must not be brought into school due to limited storage space.

## Jewellery and Hair Styles

- ❖ Children may wear stud or sleeper earrings in ears but we reserve the right to ask that no jewellery is worn on PE days. If children arrive to school with earrings on PE day they will be asked to either remove them or place a plaster over them.
- ❖ Children may wear a watch, but this will need to be removed for PE.
- ❖ We do not allow any smart watches in school.
- ❖ We ask that long hair is tied up for school so that hair isn't getting in your child's way during their learning.

## Birthdays

- ❖ At St John's, children may wear non-uniform for the day on their birthday (or the day closest to their birthday if it falls at a weekend or in the holidays). Clothing still needs to be appropriate for school activities.

Our uniform supplier for logo items is Cosmic Monkey Schoolwear (see link below) but we recommend using local supermarkets and shops for non-logo items, to achieve best value for money. As logo items are not compulsory, cardigans and sweatshirts could also be purchased from supermarkets or local shops.

We arrange second hand uniform sales in school and advertise these as and when they happen.

<https://www.cosmicmonkey.co.uk/category/St-Johns-CE-VA-First-School-Frome>

You can view our uniform policy on the school website:

<https://www.stjohnsfrome.co.uk/key-documents>

## Food and Drink at St John's

### Morning Break

Parents can order milk for Reception children, which is free until their 5<sup>th</sup> birthday.

We provide a selection of fresh fruit and raw vegetables free of charge to Reception and Key Stage 1 children. Children, including Key Stage 2 children, may also bring in fresh or dried fruit or prepared vegetables for their snack. No other food items should be brought in for snacks.

### Lunches

Through the national Universal Infant Free School Meal (UIFSM) initiative, a hot meal can be provided for pupils in Reception, Year 1 and Year 2 at no cost to parents/carers. However, parents/carers need to register to take up this offer. Forms are available from the school office.

If you do not wish for your child to have a hot lunch, they can bring a healthy packed lunch.

Pupils in Years 3 and 4 who are entitled to receive the **Pupil Premium Grant** are also able to have a free hot meal at lunchtimes as part of the entitlement to Pupil Premium Grant. Application forms to see if your child is entitled to Pupil Premium, and a free hot meal at lunchtime, are available from the school office.

Pupils in Years 3 and 4 who are not eligible for the Pupil Premium Grant can have a hot lunch in school, at a cost of £2.70 per meal (rate correct as at May 2024).

All hot lunches, whether free or payable, must be booked in advance on ParentMail.

### Water

All children should bring a bottle of water to school every day so they can keep hydrated throughout the day. Please only send water in bottles and ensure that the bottle is suitable (no energy drink bottles are to be used as a water bottle).

### Nuts!

We do have children and staff with nut allergies. We ask parents to support us in keeping everyone safe and well by avoiding sending in products containing nuts.

If your child has any *medically diagnosed* dietary requirements, please contact the school.

## Working in Partnership

### **Visiting our School**

It is our aim that children feel happy, confident and secure at school and we endeavour to develop a strong supportive partnership with all of our families.

Twice a year, we invite parents to formal parents' evenings when children's work and progress can be discussed in more detail with the class teacher. The first evening is held in October and the second evening is held in February or March. Appointments for both sets of evenings are usually ten minutes' duration. If ten minutes is insufficient to cover the discussion, a separate appointment will be arranged. There may be other times during the year when the teacher may invite parents into school to discuss their children's progress.

We will continue to explore other opportunities to work in partnership with parents and invite you into school and will notify you when these are due to take place.

We are happy to discuss any concerns you may have. Please let us know if there is something you would like to talk about and we can arrange a time for you to speak with your child's teacher.

### **Our Parent / School Association – The Friends of St John's**

Parents and families are also invited to take part in special events at school, such as art events, cake sales, discos and our May Fair. The committee is always keen to hear from new parents who would like to get involved.

### **Parent Help in School**

We welcome additional support for school trips and for additional help in classes. If you think that you would like to offer help in school please speak to a member of staff who can help with arranging this.

### **Parent Help at Home**

Children achieve best when home and school are working together in close partnership. Each term we issue information about the curriculum the children will be following and we welcome any ways in which parents can support their children's learning at home. We welcome parents and carers to interact with our online learning platform, Seesaw, to let us know about learning at home.

We encourage all children to read regularly at home and learn their spellings and number facts as directed by their class teachers.

## Safeguarding Children

All schools have a legal duty to ensure the safety and well-being of all the children in the school. They are required to appoint a Governor and a member of staff with responsibility for Safeguarding and Child Protection and to have Safeguarding and Child Protection policies and procedures in place.

We work hard to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. Pupils' welfare is of paramount importance. We recognise that high self-esteem, supportive friends and clear lines of communication with trusted adults help all pupils and especially those at risk and in need of additional support.

Our Designated Safeguarding Lead is Mrs Gilbert

Our Deputy Designated Safeguarding Leads are Mrs Simenton and Mr Bowman

Our Safeguarding Governor is Ms Smith

St John's C of E VA First School will:

- ❖ Ensure staff members and volunteers receive appropriate and regular training relating to safeguarding and child protection
- ❖ Ensure staff members and volunteers follow the Safeguarding Policy and routines to keep children safe and pass on concerns promptly
- ❖ Establish and maintain an ethos where pupils feel secure, are encouraged to talk and are listened to.
- ❖ Ensure that pupils know that there are adults in the school who they can approach if they are worried or are in difficulty.
- ❖ Include in the curriculum, activities and opportunities for learning that equip pupils with the skills they need to help protect themselves from abuse.
- ❖ Ensure that wherever possible, every effort is made to establish effective working relationships with parents and carers and colleagues from other agencies.

We currently have access to the Frome Learning Partnership Parent and Family Support Advisors who can provide advice and support to families.

We will always discuss any concerns we have about a child's well-being and safety with their parents / carers first unless doing so could be a risk to the child. We will always follow safeguarding procedures as detailed in our Safeguarding and Child Protection Policy.

The school's Safeguarding and Child Protection Policy is available on the school website or from the school office.



The children gain many fun and memorable experiences at St John's CE VA First School.





We look forward to your child joining us!

