

1. ABOUT THE SCHOOL

Introduction:

St John's is a small family school where every child is valued. Within the happy and caring school community each child is encouraged to achieve his or her full potential.

St John's is a Voluntary Aided Roman Catholic Primary School whose trustees are the Roman Catholic Diocese of Plymouth. This means that places available are firstly for Catholic children. However we also have a significant number of non-Catholic children whose parents wish them to attend a school based on Christian principles.

The School's Aims:

Everything that goes on within the school is determined by the School's Mission Statement:

Mission Statement

As a school we are committed to the welfare and development of the individual child - spiritually, morally, socially, psychologically and physically as well as academically. As a Catholic school we are responsible for teaching the whole child in the word of Christ as told in the Gospels.

In order to fulfil this Mission Statement the school aims to:

- provide a curriculum appropriate to the individual needs of each child, a curriculum that encourages the development of skills, knowledge, understanding and also of values that hold Christ's teaching as central.
- make prayer, worship and liturgy real educational experiences and to contribute positively to the development of faith of each individual in the school community.
- provide opportunities for personal development within an atmosphere of love and respect for each person enabling children to be responsible for their own actions and to be prepared for life beyond school.
- provide opportunities for effective and beneficial interaction between the school and the home, the parish and the wider community; to enable children to understand that they are an important part of the community they live in.

The school has a development plan which explains how, in practical terms, we are working to achieve these aims.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisation of the school:

There are 4 classes:

Class 1: Foundation / Year 1

Class 2: Years 2 and 3

Class 4: Years 4

Class 3: Years 5 and 6.

The school operates one point of admission. Children are admitted each September. There are usually 12 places in the Foundation year, but numbers can vary.

Priority is placed on keeping class teaching groups small. We believe in investing in experienced Learning Support Assistants to work alongside class teachers in all classes, wherever possible. We have a large number of Learning Support assistants

The School's Staff and their Responsibilities:

Teaching Staff:

Mrs Hamilton	Head teacher
Mrs Mc Clounnan	teaches Class 1
Mrs Waiters	teaches Class 2
Mrs Grant	teaches Class 3
Mrs Brown	teaches Class 4

Non-Teaching Staff:

Mrs S Manning:	Learning Support Assistant - Class 2 Cover Supervisor
Mrs Marshall:	Learning Support Assistant - Class 1 for specific children Meal time Assistant
Ms S Hubbard	Learning Support Assistant - Class 4, specific interventions
Mrs Lang	Learning Support Assistant - Class 1
Mrs Cusack	Learning Support Assistant - Class 3 , specific interventions
Mrs James	Meal time Assistant
Miss Bastin	Meal time Assistant/ Sport's Coach
Mrs H Bridges	School Administrator

GENERAL SCHOOL INFORMATION

Health and Safety:

Children are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and hygiene as detailed in the school uniform list.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use resources and equipment provided for their health and safety and not to misuse, neglect or interfere with them.

Accidents and Medication:

Should a child hurt themselves it is recorded in the school's accident book which is kept in the staffroom. If a child has a bump to the head, parents are always informed. Should a child require a visit to the hospital and parents are not available, a member of staff will take them and keep the parents informed. The member of staff will stay with the child until the parent arrives.

If a parent requests medication to be administered to a child during the school day they should sign the relevant form available from the school office. The medicine will be kept in the staff room and administered by a member of staff. Only medicines prescribed by a doctor can be administered.

Access for the Disabled:

Our school is built on the level and is therefore accessible for wheelchair. We have a disabled toilet facility. The school endeavours to promote equality of opportunity for disabled pupils, staff, parents, carers and other people who use or may wish to use the school. We have a disability equality scheme which illustrates how we plan to meet these duties. This is available on request from the school office.

Parental Involvement in School:

At St. John's school we believe in actively involving parents in all aspects of school life. We have many parents who regularly spend time in school listening to reading, helping with craft activities and assisting with extra curricular activities. Parents who have skills relating to a topic being studied come in their professional capacity and talk to the children about their job.

If you have particular skills that might be useful or if you would like to spend time in the classroom under the direction of the class teacher, please let us know. Parents are also involved through the work of the Friends and on the Board of Governors.

Friends of the School:

The Friends of the School are a very active and supportive group of parents, governors and parishioners. They hold many social and fund raising events throughout the school year including:-

- Christmas and Easter bazaars
- Family Fun Afternoon
- 5 - a - side football tournaments
- Family BBQ and disco
- School discos for the children

Funds raised are used to benefit all our children, including some trips and also enabling the whole school to share in Christmas dinner together.

Arrangements for Dealing with Complaints:

It is in the best interests of everyone that complaints are expressed and resolved as quickly as possible. We would hope to resolve matters informally. Should they be required however, the school has formal arrangements for dealing with complaints which are available on request from the school office.

Sex Education:

Sex Education is delivered within the ethos of a Catholic school. Parents do have the right to withdraw their children from Sex Education. Please let the Headteacher know in writing.



School Meals and Snacks at Morning Break:

Children may bring a packed lunch or have school meals which are available at a cost of £2.40 per meal. The meals are currently produced by Dartmouth Academy. Application forms for free school meals are available from the school office. You will have to provide proof of eligibility.

The school has a Healthy Eating Policy. As part of this policy children eat only fruit or vegetables at the morning break. Free fruit and vegetables are presently provided for KS1 children.

Charging for School Activities:

The school invites voluntary contributions from parents in support of particular activities that take place during the day, e.g. educational visits, occasional craft activities etc.. In the event of voluntary contributions not covering the full cost then the balance may be funded from the school budget subject to funds being available. If funds are not available, the activity will have to be cancelled.

The Friends of the school usually pay for at least 1 trip per year for each child (funds allowing).

School Uniform

All children are required to wear the school uniform.

Uniform List:

Flat black, blue or grey shoes (not trainers or boots)
Grey/white socks or tights

School polo shirt

School sweat shirt

Grey trousers or shorts

Grey pinafore or skirt or smart black/dark grey trousers

Navy /Royal blue and white gingham dress in summer

School sun hat - optional for summer

PE kit-

Navy blue or black shorts

School PE T shirt or white T shirt

Trainers

Black plimsolls for Class 1

Plain navy/black tracksuit bottoms

Grey or white socks

PE bag

Swimming costume and towel for swimming

School rain jackets (optional)

Notes:

- All articles of clothing, including footwear **MUST** be named.
- For safety reasons, no earrings except 1 pair of small studs may be worn, no other jewellery except watches and a small cross and chain may be worn in line with County health and safety guidelines.
- No valuable watches should be brought in to school.
- Mobile phones are not allowed in school. We cannot accept any responsibility for loss or damage to jewellery or watches.
- One half a term a year Classes 2 , 3 and 4 will do soccer skills. Children may require old clothes that will get muddy. The school will notify parents when this is going to happen.
- All jewellery has to be removed for PE - this includes earrings.



Attendance:

Please refer to the Attendance Policy on the website. A summary of the main points are as follows:-

- Children are expected to attend school everyday.
- An absence is authorised if a child has been away for a legitimate reason, eg. illness. The school should be phoned on the first morning of absence and then a written explanation sent on the child's return.
- An absence is unauthorised if the child is away from school without permission of both school and parent.
- If attendance falls below 90% (an average of one day per fortnight) and continues the LA may be contacted.
- Awards are given for good attendance. The LA sets attendance targets yearly. Attendance must be over 95% to be judged as 'good'.

Safeguarding:

At St John's Roman Catholic Primary School, we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

We will ensure that:

- The welfare of the child remains paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working at our school have a responsibility to report concerns to Mrs. Hamilton
(Designated Senior Person for Child Protection)

Areas of Safeguarding

Our safeguarding policies cover all areas of school life and include:

- Staff & Visitors Ensuring they are vetted, informed & trained.
- Children's Behaviour Promoting safer & happier behaviours & lifestyles.
- Parents & Carers Promoting links & supporting families.
- Premises Keeping them safe, pleasant & fit for purpose.
- Curriculum Providing positive, life affirming learning experiences.
- Outside School Ensuring safer activities and environments outside school.

Staff Training

Staff are trained in child protection issues and they are aware of the procedures to follow. Staff are encouraged to be vigilant in order to maintain the safety of our children. All Staff have the relevant checks to ensure that they are suitable to work in schools. If you have any Safeguarding Concerns then please see the Head teacher who is the Designated Safeguarding lead. There are also links on the website should you wish to report a concern.

School Governors

The school has a small group called the Management Committee who assist the head teacher in the strategic leadership of the school. The members are as follows:

Head teacher	Liz Hamilton
Chair of Governors	Natalie Jackson(parent)
Vice Chair	Laura Upton (parent)
Safeguarding Governor	Fr Nick Debney (community)
Staff Governor	Claire Brown
Cast Associate Governor	Mary Cox