

St John's Primary School & Nursery

School Prospectus 2017-18



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Welcome

Dear Parents and Carers,

I would like to extend a very warm welcome to St John's Primary School and Nursery. I am very proud of our school situated in the heart of the community it serves.

We are a single form entry school with extra classes in Years Two, Three, Five and Six. We were graded as good in our latest inspection in February 2014, with outstanding behaviour and safety. We are keen not to rest on our laurels and will be working hard to achieve outstanding.

We have a talented and dedicated staff, friendly and welcoming children, and a wonderfully supportive community. Our school is unique because we have a Children's Centre on site, run by Barnardo's, which helps us achieve our vision of outstanding outcomes from birth to 11. These links enable us to develop strong and lasting relationships with our families.

I hope that this brochure gives you all the information that you need. However, the best way is to come and see for yourselves what our school looks like in action.

Please make an appointment to come and look around; you will be made very welcome.

I look forward to meeting you and working in partnership with you over the coming years.

Yours sincerely,

Mr Darren Barrow

Head Teacher



Contact Information

St John's Primary School, Nursery and Children's Centre

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Head Teacher: Mr D Barrow

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Deputy Head: Mrs M Baker

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Chair of Governors: Mr T Martin

Admissions are dealt with centrally by Warwickshire Local Authority. We admit 30 children per year in single year groups and up to 60 in dual year groups.

School Governors

School governors are a group of people from the community and school who take an active interest in the education of our children. They strategically monitor and challenge the school's leadership team to ensure the best possible outcomes for your child.

In addition to the main Governing Body that meets every half term, there are two sub-committees that also meet every half term. These are the Resources Group (which monitors the school budget, buildings and grounds, and health and safety) and the Performance and Standards Group (which monitors the achievement of the pupils and the curriculum).

Our governors are:

Mr Trevor Martin (Chair)
Mrs Trisha Coopey
Miss Katie Harrison
Mr Richard Owen
Ms Ruth Cooper
Mrs Rebecca Augustus
Mrs Beth Cordrey
Mr Daryl Molyneux
Rev Andrew Attwood (Associate)
Mrs Anne Brough (Associate)
Mrs Cathy Weir (Clerk)
Mr Darren Barrow (Head Teacher)

Foundation Years

The Foundation Years comprise of Nursery and Reception classes. They follow the Foundation Stage curriculum, which is organised into the following areas of learning:

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour
- Moving and handling
- Health and self-care
- Listening and attention
- Understanding
- Speaking
- Reading
- Writing
- Numbers
- Shape, space and measure
- People and communities
- The world
- Technology
- Exploring and using media
- Being imaginative

Our Foundation Years classrooms have been refurbished and include stimulating and safe outside learning areas too.

In Nursery, we admit children in the term after their third birthday. We offer 15 hours' free entitlement with flexible provision. Parents can then add on lunch for £3.50 per session and afternoon sessions for £12.00. A major advantage is that our Nursery is staffed by a fully-qualified teacher and supported by a full-time teaching assistant. Our pricing for additional hours is very competitive and appealing to families. From September 2017, some families will be eligible for 30 hours of funded childcare per week. You can find out more information about this benefit and whether you might be eligible by visiting www.childcarechoices.gov.uk.

The Reception classes follow on from Nursery, and transition is very carefully managed. In Reception, the children still cover the Foundation Years curriculum working towards the Early Learning Goal. During this year, the children increase their phonics knowledge and develop reading and writing skills. The Foundation Years are especially important in equipping children with the social skills to enable them to blossom throughout their school career.

Children access learning inside and outside, and there is a range of stimulating resources organised into areas of learning. You will expect to find:

- Role play
- Creative area
- Reading area
- Graphics (writing) area
- ICT
- Small world play

At St John's, we embrace the development of unique children.

The Foundation Years Team are:

Name	Class	Role
Ms June Kelly	Foundation Years Nursery	Teacher
Miss Sarah Taylor	Foundation Years Nursery	Teaching Assistant
Mrs Rebecca Fenner	Foundation Years Reception 0.6	Early Years Phase Leader
Mrs Mary Baker	Foundation Years Reception 0.4	Reception Class Teacher and Deputy Head Teacher
Mrs Jane Powell	Foundation Years Reception	Teaching Assistant
Mrs Paula Crowe	Foundation Years Reception	Teaching Assistant
Mrs Gail Elliott	Foundation Years Reception	Teaching Assistant 1:1
Mrs Helen Edmunds	Foundation Years Reception	Teaching Assistant 1:1 mornings
Mrs Rosalie Taylor	Foundation Years Reception	Teaching Assistant 1:1 afternoons

Key Stage One

When the children leave Reception, they enter Year One and then Year Two. The children follow the National Curriculum appropriate to their year group.

The curriculum is organised into learning themes. Our long term curriculum map is available on our website.

The children also progress through the letters and sounds scheme, which is a systematic approach to teaching phonics. In Key Stage One, the children are vertically grouped for phonics teaching, which takes place at 11.45am every day.

The Key Stage One Team are:

Name	Class	Role
Miss Lydia Tonge	2T	Key Stage One Phase Leader and Year Two Class Teacher
Mrs Rosslyn Snow	2T	Teaching Assistant
Miss Niamh Smyth	2S	Year Two Class Teacher
Mrs Penny Bryans	2S	Teaching Assistant
Miss Emily Cossins	1C	Year One Class Teacher
Mrs Sandra Kettle	1C	Teaching Assistant

Key Stage Two

In Key Stage Two, the children still follow the National Curriculum, but at a higher level. The children are encouraged to be more independent and further develop into resilient learners. The curriculum is also taught in learning themes, with opportunities to use literacy and numeracy skills in other subjects built upon.

The curriculum is organised into learning themes. Our long term curriculum map is available on our website.

The Key Stage Two Team are:

Name	Class	Role
Mr Adam Lee	6L	Year Six Class Teacher
Miss Leah Eggleton	6E	Year Six Class Teacher
Mr Duncan Sharp	5S	Year Five Class Teacher
Miss Emily Cooke	5C	Year Five Class Teacher
Mrs Jo Thompson	UKS2	Upper Key Stage Two Learning Support
Mrs Lynne Nicholds	UKS2	
Ms Nikki Whitehouse	UKS2	
Miss Sarah Bull	UKS2	
Miss Kirsty Baker	3B	Year Three Class Teacher
Mrs Natalie Bramwell	3B	Teaching Assistant
Mrs Claire Tennant	3T	Key Stage Two Phase Leader and Year Three Class Teacher
Miss Katie Harrison	3T	Teaching Assistant

The National Curriculum

Subject	How we teach it
English	English forms a central part of our curriculum: reading, writing, phonics, and speaking and listening. It is taught daily, and the children are encouraged to become independent and transfer their literacy skills into other subjects.
Mathematics	Mathematics is carefully planned to ensure a progression of skills through the school. Mathematics isn't just about numbers; it also incorporates shape, space and measures, and data handling. This is taught daily to enable children to transfer and apply their mathematical understanding in everyday situations.
Science	Our approach to Science is activity-based. Children have the opportunity to investigate, make observations, predict outcomes, as well as being urged to question. We try to link this to our learning themes. However, some of the curriculum may need to be taught discretely.
ICT	We have just upgraded our ICT suite with 30 of the latest PCs. We also have iPads and iPad minis. All the classrooms have interactive whiteboards which enable a wealth of resources to be accessed at the touch of a button. We aim to equip our children with the necessary skills to help them in life.
History and Geography	Much of this work is taught through our learning themes. We aim to give the children first-hand experiences wherever possible. We also use our immediate local environment, steeped in history, as a starting point for learning.
Design Technology	Design Technology incorporates the practical elements of designing/planning, making, evaluating and modifying. It also enables the children to organise themselves and their resources, and to collaborate with others.

Art	We use a wide variety of media and stimuli to encourage the children to be expressive and creative. We study the work of artists, as well as covering 2-D, 3-D, painting, collage and modelling.
PE	We teach specific skills including games, athletics, gymnastics, swimming and dance. We have a range of out-of-school activities to complement this run by our staff and bought in from Coach Unlimited. We also bring in skilled teachers to give the children those extra opportunities.
Personal, Social, Emotional and Economic Development	<p>This runs as a common strand through all of our learning, as well as being taught discretely. We teach the "Taking Care Project", which is a protective behaviours curriculum. We encourage the children to be safe and recognise how they feel in different situations.</p> <p>Sex and relationships education is covered in Years 5 and 6. This is done sensitively and honestly. Often, external professionals support us in this. We give parents the opportunity to discuss this beforehand.</p>
Music	Class music lessons include singing, percussion and the children's own interpretation of music. We also learn how to appreciate and listen to various types of music. Warwickshire Music offers peripatetic lessons in a variety of instruments from Year 3 onwards. The children also take part in assemblies, events and concerts throughout the year.
RE	We use the Warwickshire-agreed syllabus for this and cover the major faiths that make our world unique and special. We encourage children to be respectful and tolerant towards others and to develop their own understanding and opinions.



Extra Curricular Activities

We offer a range of curriculum enrichment activities. These are updated each term and are run by teachers and specialist providers. Please check the website for each term's menu of activities.

Inclusion

We believe that all children have the right to access the curriculum in a way that enables them to learn at their best.

Special Educational Needs can cover a range of elements including:

- Learning and understanding
- Behaviour and emotional health
- Communication and interaction
- Sensory or physical needs

At St John's, we work very hard to ensure that every child is tracked and enabled to achieve their full potential. We fully recognise that all children are different and may need some support along the way.

There are various levels of Special Educational Needs:

Early Years SEN Support	SEN Support	Statement or Education, Health and Care (EHC) Plan
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Any child who needs additional support above normal day-to-day differentiation receives an Individual Education Plan. This outlines clearly the support they will receive. We follow the national SEND Code of Practice 2014.

We have a Special Needs Co-ordinator who monitors all the children and puts in place interventions to help the children succeed. These are discussed with parents throughout the year.

Assessment

We make sure that all the children make good progress throughout the school year and that they know their targets to help them improve. We assess the children in a variety of ways: ongoing teacher assessment, tests and challenges, photographs, and observations. By using a range of assessment evidence, we can plan accurately to suit every child's needs.

Children are assessed in line with national requirements:

Foundation Years	Practitioners make a judgment of the child against the Early Learning Goals.
Year 1	Children undertake the phonic screening check.
Year 2	Children are teacher-assessed in Reading, Writing and Mathematics.
Year 6	Children are tested in Spelling and Grammar, Reading and Mathematics. Writing is teacher-assessed.

Following important assessment and curriculum updates, as of September 2015, assessment procedures have changed. Levels are no longer reported to parents. Instead, there are new terms, which are explained below.

- The children will be working and progressing through new national curriculum expectations for their year group or stage. For example, children in Year One will be working through stage one expectations, children in Year Two through stage two, and so on.
- The hope is that the children will achieve all of these expectations and become secure in their application.
- Children may work beyond these expectations and explore them in greater depth. This term is known as mastery.
- Each term, children will progress through these expectations as follows:

Autumn Term	Spring Term	Summer Term
Emerging	Expected	Secure

At the end of the year, the children will be reported as:

Working BELOW the expected level	Working AT the expected level	Working ABOVE the expected level
These children may be working through objectives from an earlier stage.	These children will be secure in, and able to apply, their year group stage expectations.	These children may be exceeding their year group stage objectives (working at greater depth). In exceptional circumstances, they may be working on objectives from a higher year group stage.



School Policies and Documents

School policies and documents are available on our website. When they are updated, we send a summary home. If parents do require a hard copy, that is not a problem. The school office can arrange this.



Pastoral Care

St John's has a welcoming, family feel. We serve a wide community, and this gives our school a special character. All children are encouraged to be responsible role models.

We have school rules displayed around the school. These are always referred to. We have a positive approach to behaviour management based on rewards and consequences. Good behaviour is rewarded both individually and collectively.

We are a telling school and encourage all of our community to subscribe to that. No worry is too small to share.

We have a range of ways to support children, including accessing a range of external agencies and family support work based in the Children's Centre. The Centre is now run by Barnardo's, but still retains close links with the school.

If there are any changes to your circumstances, please let us know.

Assemblies

Monday	Whole school assembly - pastoral theme with Mr Barrow
Tuesday	Whole school assembly with Senior Leaders
Wednesday	Whole school assembly – world faith theme with Mr Barrow
Thursday	Worship through song
Friday	Celebration assembly with Mr Barrow

Each class will also perform a class assembly each year. Parents are welcome to see their child rewarded in Celebration Assembly on Friday mornings at 9.05am.

Parents

Parents are welcome to participate in St John's life. We welcome helpers and volunteers in school and on school trips. We do ask that all volunteers are DBS-checked and have signed a confidentiality agreement.

We like to get the children off to an active and prompt start in the morning because it is optimum learning time for them. We do ask that, if you have any concerns, they are passed on to the teacher on duty or the TAs waiting by the entrances into school. Please trust that if any child is upset we will take great care of them; usually the tears stop as soon as a parent has gone! By minimising movement within school in the morning, it enables us to monitor who is in the building from a safeguarding perspective. Teachers are busy in the morning so, if you do need a private chat, the end of the day is more suitable because your child's teacher will have more time to listen attentively. Mr Barrow is available most mornings and after school too.

You can help us by:

- Being positive about school
- Helping with any topic or homework
- Sharing the pleasure of children's reading books
- Attending parents' evenings and events
- Labelling and marking all clothing
- Keeping us informed

We have an active Parent Teacher Association, which works tirelessly to raise money for the school with lovely events throughout the year. These events include film nights, quiz nights, discos, summer and Christmas fairs, pamper nights, and much more. Please support this in any way that you can.

School Day

8.45	Doors open - children participate in Activ8 (daily gross and fine motor skills work)
9.00	Close of register
9.00 – 10.05	Learning time
10.05 – 10.25	Assembly
10.25 – 10.40	Play time
10.40 – 12.00	Learning time
12.00 – 1.10	Lunchtime
1.10 – 3.15	Learning time

The school gates open at 8.40am, when a member of Senior Leadership will be on duty until the bell is rung at 8.45am.

During lunchtime, the children have the option of a healthy packed lunch or a delicious hot dinner cooked in our on-site kitchen. Children choose their meal at registration, which means that they always get their selection. Children in Reception, Year One and Two are entitled to a free hot meal.

Children in Foundation Years and Key Stage One have fruit before playtime. Children in Key Stage Two may bring a healthy snack.

All children are given a water bottle and can access this at any time.



Absences

If your child is absent from school, please let the school office know by phone, email or note. If we do not hear from you, the office staff will call before 9.30am to determine the nature of the absence. All absence is carefully monitored, and children falling below a certain percentage become subject to the school's attendance procedures.

As is the case in all Warwickshire schools, we do not authorise holidays during term time. There are, of course, exceptional circumstances that will need consideration. The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent, i.e. the parent with whom the child normally resides.
- Applications for leave of absence must be made in advance; failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for leave of absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for leave of absence in line with Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct, a copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Medicine

We have designated staff who are happy to administer medication in exceptional circumstances, i.e. if a parent is unable to come and administer it themselves or it is required at certain times. A medicine consent form must be completed and handed in with the medication. All long-term medicines such as epipens and inhalers must be clearly labelled. These will be made available to the children.

First Aid

We have trained first aiders who will administer basic first aid for the usual knocks, bumps and grazes. Injuries to the head will always warrant a text or call home. A sticker and note are sent home with the child too. We will, of course, consult you if anything needs further attention.

Uniform

Children must attend school smart and ready to learn in our school uniform. This gives a sense of unity and purpose to all of our children. Please note:

- Extreme hairstyles, tramlines, designs, bold colours are not acceptable
- No nail varnish, make-up or accessories
- Jewellery should be kept to a minimum - plain stud earrings only and a watch

Boys	Girls	PE
Black or grey trousers Bottle green sweatshirt White or bottle green polo shirt or plain white shirt Dark socks Plain black sensible shoes Summer: Black or grey shorts with a white or bottle green polo shirt	Black or grey skirt, pinafore or trousers Bottle green sweatshirt White or bottle green polo shirt or plain white shirt White socks Plain black sensible shoes Summer: Green gingham summer dress	Bottle green or white t-shirt Black shorts Black pumps For outside: Plain trainers, change of socks and plain jogging bottoms

Please ensure that all articles of clothing are named.

Aprons are provided but, if you have any spare old shirts, they are most welcome.

We do not allow children to bring high value items into school.

Equal Opportunities

We treat everyone in our school community with the same respect with which we would like to be treated ourselves, regardless of ethnicity, background, faith, gender or sexual orientation.

Safeguarding

St John's ensures that the safeguarding of all our children is of paramount importance.

*'Under the Education Act 2002 (Section 175 for maintained schools/Section 157 for academies/free/independent schools), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'*

The designated people for child protection are: Mr Darren Barrow, Mrs Mary Baker and Mrs Andrea Eastham. Training is updated every two years.

We have four main elements to our policy:

Prevention: Through teaching and pastoral support. Having clear safeguarding, PSHE, anti-bullying and behaviour policies.

Procedures: Robust procedures are in place for identifying and reporting causes for concern.

Support to children and families: Through a multi-agency approach and selecting the appropriate professionals to help and support.

Preventing unsuitable people working with children: We would like all adults in our community to have a DBS check. The Head and two Governors have attended the Safer Recruitment course organised through the National College in partnership with the Local Authority.

St John's has a system in place where any causes for concern are passed on using a standard form to the Head Teacher. Causes for concern can include: attendance, welfare, a disclosure (where a child passes comment or talks about a situation), changes in behavior, and extreme behaviour.

The Head Teacher then decides on the most appropriate course of action, which could include: a meeting with parents, consulting outside agencies, referral to appropriate agencies, or ongoing monitoring.

The school follows the **Warwickshire Local Safeguarding Children Board Inter-Agency Child Protection Procedures**, distributed to all schools.

Our aim is to communicate with parents where possible, and we try to ensure that open and honest dialogue takes place. We fully understand that these conversations can be difficult, but please be assured that everything is treated in the strictest confidence.

Out of School Club

We have our very own Out of School Club on site, run by the school under the supervision of qualified and experienced staff.

The aim of the club is to support working parents by providing a high quality of care for your children. This is provided in a friendly, safe, relaxing, reliable and stimulating setting.

About the Club

The Club is available to look after children from 7.30am to the start of school and from 3.15pm to 6.00pm. We can look after children from the age of four to 12 years old.

The Club is based in its own classroom specifically set up to offer a range of activities for the children to enjoy such as:

- Arts and crafts
- Games and puzzles
- Opportunities to catch up on homework
- 'Chill time' – time to have a break with friends, chat, read and relax!

St John's Out of School Club is a not-for-profit registered charity. This enables us to offer high quality childcare at affordable prices.

The Club is registered with OFSTED. An inspection was carried out in July 2017. Across all areas, provision was graded as good.



Children's Centre



From September 2014, the tender for St John's Children's Centre was awarded to Barnardo's. The purpose-built facility offers a warm, welcoming and positive environment where your child can learn and play. The Centre continues to work collaboratively with the school, and we have maintained strong and positive links.

The centre has been set up to provide joined-up services for families with young children. Located on the site of St John's Primary School and Nursery, the centre boasts superb facilities, excellent resources and, most importantly, dedicated, caring and friendly staff.

The staff team hope to welcome you and your children sometime soon.

Follow the link here and like us on Facebook and keep up-to-date with all our latest news and events.

<http://www.facebook.com/pages/St-Johns-Childrens-Centre-Kenilworth/407696145907839>

The Centre offers services for the families and carers of children aged five and under, and support communities in the wards of St John's and Abbey in Kenilworth, and the surrounding wards of Leek Wootton and Lapworth.

Some of the services that are on offer include:

- Access to health services, e.g. Midwife, Health Visitor and School Health
- Breastfeeding support
- Information and advice, e.g. Family Information Service (FIS)
- Parenting education and family support services
- Drop-in sessions for parents, carers and their children, e.g. 'Cradle Club', 'Mini Messy Play' and 'Stay and Play'
- Baby massage, first aid and other courses