



**St. John's**  
CofE Primary School  
Clifton & Redland



**A GUIDE  
FOR PARENTS  
AND CARERS**



St. John's C of E  
Primary School  
Clifton & Redland



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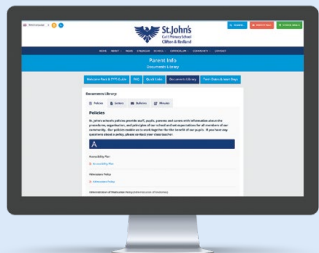
Mr. Justin Hoye

If you are a new family who have just become part of our community, I would like to welcome you to our school and hope that you and child quickly feel at home and part of our St. John's family. Whether you are a new family joining us for the first time or whether you are reading this as an existing parent or carer, I hope you find the contents of this Guide useful both to read now and for future reference.

We recognise that schools are complex organisations with their own idiosyncrasies and with St. John's being a large school operating over 2 sites this is particularly true. We therefore wanted to provide you with a handy guide that will hopefully help you to understand the school's policies and operation to ensure the best possible experience for you and your child. There is a comprehensive contents page that should enable you to find the information you need as efficiently as possible. There is a lot of information on the school website too and if you have any specific queries that are not covered here, then our friendly staff in either school office will be more than happy to help you.

## A NOTE ABOUT OUR POLICIES

The best way to understand our school is by reading our policies on our website: <https://www.stjohnsprimary.org.uk/school/parent-info/documents-library/>



This guide summarises key points of these policies and we will refer to specific policies throughout. If there is a discrepancy of information between this guide and a policy, the policy takes precedence.

### OUR INFANT SITE: LOWER REDLAND ROAD (LRR)

We are very lucky to have a purpose-built building for the younger children in our school. In 2013, St. John's School expanded and moved our Infant classes into this building. Formerly, our Lower Redland Road site was the Redland Police Station and still retains elements of its former use.

Our Lower Redland Road site (LRR) is the home of our EYFS (Reception) and "Key Stage 1" children - that's Years 1 & 2. We have 8 classes on this site. LRR has its own playground, hall and kitchen all designed for our youngest children.

The Deputy Head Teacher for Lower Redland Road is Mr. Tony Weir. He has day-to-day responsibility for this site.



### OUR JUNIOR SITE: WORRALL ROAD (WR)

Our Worrall Road (WR) site has been a school for St. John's for a very long time. This site has changed a lot over the years though - for example, there was a swimming pool onsite during the 1960s, and students from that time said it was always freezing!

Worrall Road is the home of our "Key Stage 2" (KS2) children, that's Years 3, 4, 5 & 6. We have 10 classes on this site. Worrall Road has its own playground (designed for older children), hall and kitchen. It also has our "forest school" area, gardening area, treehouse, Music Room and Cabin for Shine. Oh, and did we mention a Design Technology Room similar to secondary schools.

The Deputy Head Teacher for Worrall Road is Mrs. Ali Vining. She has day-to-day responsibility for this site.





### OUR INTAKE AND MIXED CLASSES

Our school has an intake of 2.5 classes or “forms”, which is equivalent to 75 children per year. We believe this gives us some unique benefits as a school: **smaller class sizes in EYFS** (when it is vitally important) and **mixed classes**. While it’s quite common to have mixed classes in small rural schools, this can be unusual in a city, and there are key strengths of mixed classes from which our children benefit. Here are the details of how the classes are arranged at St. John’s:

#### In EYFS

Our children benefit from starting out at St. John’s in classes of 25 children.

*There are three EYFS classes: Ducklings, Cygnets, and Goslings.*



#### In KS1 (Years 1 & 2)

For most of our KS1 children, they will be in classes of 30 children with other children in their year. However, 15 children from each of Year 1 & Year 2 enter a mixed year group class for the duration of KS1.

The children in the mixed year group class usually have the same teacher for two years\*; all of the other children will most likely have a different teacher in Year 1 and in Year 2.

Children move up to the next class as a group: for example, the Year 1 Kestrels class become the Year 2 Harriers class and the Year 1 Hawks become the Year 2 Owls. We do not usually mix the children at the beginning of Year 2, but may do if the need arises.

*Year 1 classes: Kestrels, Hawks*

*Year 2 classes: Harriers, Owls*

*Mixed Year 1 & 2 class: Falcons*

#### In KS2 (Years 3, 4, 5 & 6)

When the children move up to the Junior site, they are mixed again. We consider friendship groups and significant parental requests in the class groupings for Year 3.

All of the classes in KS2 are mixed in order to promote equality and inclusion. We have also found that the children benefit from getting to know other children in the years above and below very well. Furthermore, all of the children in KS2 often have the same teacher for two years\*, so we potentially avoid having to take time out at the start of every year for the “getting to know you” phase.

*Mixed Year 3 & 4 classes: (Hot Air) Balloons, Dragon Boats, Kites, Harbour, Carnival*

*Mixed Year 5 & 6 classes: Cabot, Brunel, Muller, Guppy, Campbell*

\*subject to the movement of staff

**OVERVIEW OF THE SCHOOL YEAR**

St. John’s school year of 190 days is organised into 6 terms. Here are some example events that we usually do over the course of the year:

TERM/HOLIDAY	EXAMPLE EVENTS/HIGHLIGHTS
Term 1	Welcome Meetings; Year 4 Residential; Artists’ week & Arts Trail; Parent/Carer Consultations; Harvest Festival
October Half Term	
Term 2	EYFS and Year 1 Nativities; Christingle; Carol Concert with Year 4 Nativity; Christmas Silly Sing-a-long; Christmas Fair
Christmas Holidays	
Term 3	Geography Week; Young Voices National Concert; Parent/Carer Consultations;
February Half Term	
Term 4	Authors’ Week & Book Fair; Easter Trail
Easter Holidays	
Term 5	Year 6 Residential; SATs
May Half Term	
Term 6	Sports Week & Sports Day; Year 6 Play; Music Week & St. John’s Music Concert; Summer BBQ; Summer Fair; Parent/Carer Consultations; Year 6 Leavers Service
Summer Holidays	

Our school term dates are set by Bristol City Council and are available on our website. In addition, we have 5 Inset days, when staff are in school but children are not. These Inset days are set at the beginning of the school year, if not before, and are listed on our website. Shine are usually available to provide childcare when we have an Inset day.



**THE SCHOOL DAY**

The school day for our children is staggered to support families with children at both sites.

- The Worrall Road school day is from 8:45am - 3:15pm.
- The Lower Redland Road school day is from 9:00am - 3:30pm.

After school activities are available at both sites usually for an hour and a quarter after school. These activities are booked in advance. Many are run by an outside provider, Shine ([www.myshine.co.uk](http://www.myshine.co.uk)), who also provide wrap around care.

Our younger children at Lower Redland Road have two breaktimes in addition to lunchtime: one in the morning and one in the afternoon. Our older children at Worrall Road have time to play at lunchtime and one breaktime in the morning; they often also have a ‘leg stretch’ in the afternoon.

There is more detailed information about both of our sites at the end of this parent/carers guide.

This section should be read together with our [Attendance Policy](#), available on our website.



### IMPORTANCE OF ATTENDANCE

Children who attend school regularly do well at school. Attendance is not only important for the individual pupil but also for their classmates. After a child is absent from school, the class teacher often has to spend time catching that child up in the lessons, which impacts the other children in the class.

Therefore, absence from school should be limited to times when it is absolutely necessary, such as when the child is unwell, has a medical appointment which could not be scheduled outside of school hours, or has gained written permission in advance from the school for an unavoidable leave of absence.

We monitor attendance and punctuality closely and will communicate with parents/carers when this falls below the minimum expectation of 95% and/or 5 'lates' in a term.

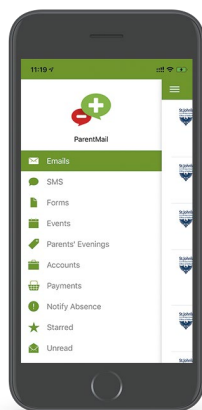
### NOTIFYING ABSENCE

When a child is unwell, please notify the school office on the day of the absence prior to the start of the school day via the [ParentMail](#) app. If you do not have access to the [ParentMail](#) app, you can notify your site's office administrators by phone or in person.

A child's parent or carer must notify the school office **in the morning** and inform us for each day the absence from school continues. If no message for absence has been received by 10:00 am, we will contact a child's parents or carers. Please ensure we have **three** named people listed as contacts for your child - we will contact these people in order until we are able to speak to someone.

**Parents and carers should not bring their child into school half-way through the day if they have been ill in the morning.** We would prefer children to be kept home all day, even if they appear to have recovered.

Please keep children at home for 48 hours after symptoms of vomiting or diarrhoea cease to keep illness from spreading to others.



If possible, parents/carers should organise medical appointments outside school hours. However, if an appointment is unavoidable during the school day, please notify the school office and the class teacher in advance via email. You do not need to complete a Leave of Absence request form if the appointment will take less than half a day. On the day of the appointment, children will need to be collected from the school office and signed out. Children should return to school as soon as possible via the main office and signed back in.

### REQUESTING APPROVAL FOR LEAVE OF ABSENCE

Children should only be absent from school if they are unwell, have a medical appointment (see above) or if permission for an unavoidable leave of absence in term time is sought in writing beforehand. No parent can demand leave of absence as a right. Leave of absence will be granted in exceptional cases only and all absence requests are treated on a case-by-case basis.

Leave of absence should be requested by completing a Leave of Absence Form via the link on the website as early as possible (i.e. at least 4 weeks before the date of the requested absence when possible). The Headteacher may wish to discuss the request with the person making it. The school will notify you in writing as soon as possible after the Leave of Absence Form is submitted whether the absence is authorised or not.

As a school, we will authorise a limited number of days absence for religious observance; parents and carers must follow the same procedure for leave of absence for these requests. Absence for holidays, shopping, birthdays or other similar occasions will be deemed as unauthorised and may incur a fixed penalty.

If a child has several unauthorised absences in a term, then you may also incur a fixed penalty, these are issued by Bristol City Council.

If absences are recorded for which no reason is obtained from parents, the school will send a letter home from school. If there is no reasonable response after 3 days, the Educational Welfare Officer will be informed.

### ATTENDING EXTERNALLY PROVIDED EDUCATION

Permission to take part in externally provided educational activities during the school day is at the school's discretion and will depend on the circumstances of the particular request. Details are available in our [Externally Provided Educational Activities Policy](#) on our website.

**WEBSITE**

Our website has a calendar of upcoming events and news about the school. It also has information specific for your child’s year group including: information about what they are learning this term, their curriculum plan, specific letters for their class and a wide variety of information and resources related to how you can help your child at home.

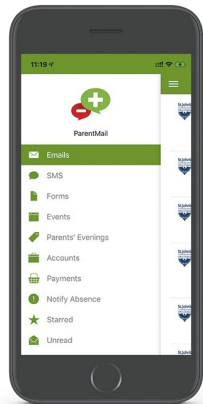


The website content can be automatically translated into a wide variety of languages by selecting your language at the top of the page.

**WEEKLY BULLETINS**

Every week during term time on Friday afternoon, we email out a bulletin which lists key upcoming events, actions to remember and new news articles of interest. This is sent out to all parents and carers in the school via our **ParentMail** system.

**WHAT IS PARENTMAIL?**



**ParentMail** is our school’s main communication and booking system. We send emails and forms from the school via **ParentMail**. You will also use **ParentMail** to:

- Book school-provided after school activities (not Shine);
- Notify us of your child’s absence from school;
- Make voluntary contributions towards school trips or other enrichment activities;
- Book parent/carer consultation appointments.

**We strongly recommend installing the **ParentMail** app on your smartphone or tablet.**

There are two other systems we use at St. John’s:

- **ParentPay:** This is used solely to book school meals. (Unfortunately it has a very similar name to ParentMail...)
- **Classlist:** This is an optional system used by the PTA to communicate with parents and carers.

You can access both **ParentMail** and **ParentPay** from the top right hand corner of our website.

**EMERGENCY INFORMATION**

In the event of an emergency, parents and carers listed as a child’s contact will receive a phone call and/or text from the office. If there is time-sensitive information from the school, you will receive a message via **ParentMail** or a text. School-wide important messages (such as a weather-related closure) will also appear as a pop-up message on our website’s homepage.

**EMAILS**

You are welcome to contact your child’s class teacher by email. They will endeavour to read your email as soon as possible after receipt during working hours, but as you can imagine, their priority is the children. For example, please don’t assume that your child’s teacher will have read an email before the start of a school day. If communication with your child’s teacher is time-sensitive, please contact the school office by phone.

If an email is longer than 2-3 sentences or is sensitive, we ask that you simply set up a time to speak in person (which of course you can set up this meeting time by email).

Parents and carers are also asked to keep the tone of any written communication professional and courteous. We understand that at times emotions can run high, but angry or abusive communication with any members of our staff will not be tolerated. The well-being of our staff is very important to us.

**LETTERS HOME**

Letters home will be sent via **ParentMail** and are usually also available via the school’s website.

**REPORTS AND PARENT AND CARER CONSULTATIONS**

We have three parent/carer consultations a year. For older children, the second and third meetings involve your child in the discussion. Your child is the focus of all we do and therefore we feel it is only right that they should be fully involved in any discussion about their learning. If you have any specific issues you wish to raise without your child present, then these can always be discussed outside of this meeting.



TIME	FORMAT
End of Term 1	This is a settling in discussion and a sharing of viewpoints. It is a 10 minute appointment.
End of Term 3	This is a 15 minute appointment with you and, for older children, your child. There will be a strong focus on achievements so far and goals for the year and how all three parties can work together to achieve these. Teachers will provide you and your child with a written target (usually for reading, writing and maths), but this will be very much a collaborative discussion.
Start of Term 6	This is a 10 minute appointment with you and, for older children, your child. The focus is on looking back and celebrating the achievements over the year and considering what the next steps are for the final term before commencing the next year.

In addition, at the end of each academic year, you will receive a written report. This report has a personal comment from your child’s class teacher(s) which captures your child as an individual person and learner. It also includes attendance data and an end of year assessment of whether your child has met the Early Learning Goals or expected standards. There will also be an overview of the curriculum that has been taught over the course of the academic year.

**DUPLICATE COMMUNICATIONS**

We understand that some family situations require special communication arrangements. If you require this, please talk to your child’s class teacher or the school office.

**KEEPING OUR INFORMATION UP-TO-DATE**

We ideally need to have 3 contacts on our records for your child. It is vital that parents and carers provide the school office with up to date contact information so that when we need to, we can get in touch. So please remember to let us know either by phone or email to [office@stjohnsprimary.org.uk](mailto:office@stjohnsprimary.org.uk) if you change your home address, phone numbers or email address.



**HEALTHY EATING SCHOOL**

At St. John’s, we aim to teach our children the benefits of healthy eating from an early age. Our school meals are nutritionally balanced and offer fresh fruit and vegetables. Here are some of the things we do to promote healthy eating in the school:

- Milk is available for children under 5 years of age and fruit is provided for all EYFS and Year 1 & 2 children as a snack during the day.
- Children from Year 1 need to bring in named water bottles and water is available throughout the day.
- Instead of celebrating birthdays with sweet treats, we ask that children who want to share a treat with their class on their birthday either bring in fruit (chopped and ready to eat) or purchase a book for the class to share.
- Children are encouraged to bring in a healthy snack (no nuts please) to have before their after school activities.
- Packed lunches should be nutritionally balanced and not include nuts, sweets, fizzy drinks or glass bottles.

### SCHOOL LUNCHES

Children can choose to have a school meal or a packed lunch. School meals are cooked on each site by our catering team.

The school meal options daily usually include: a meat option; a vegetarian option; a halal option; or a jacket potato with toppings.

Our catering team try to accommodate most dietary restrictions. If you need to inform them of any allergies or dietary restrictions, please follow the link to the form on our website.

School lunches are ordered and paid (if applicable) through the **ParentPay** website. (This is a separate system to the **ParentMail** system we use for communication and other payments.)



- In the Infants, there is currently no charge for school meals. However, the school meals should still be ordered daily via **ParentPay**.
- In the Juniors, school meals are charged at £2.45 per meal, £12.25 per week (correct at Dec 2022).

New families to the school will be given their account details for **ParentPay** from the school office on joining.

School meals must be ordered by 9 am on the day in order to give the catering team enough time to plan for the number of children they will be serving. If you miss the 9 am deadline, please either ensure your child arrives to school with a packed lunch or call the St. John's office for help. If school meals aren't ordered in advance, there can be tears - so please put a reminder in your calendar to book meals before the start of each term!

### FREE SCHOOL MEALS

Your child may be eligible for free school meals. To see if your child is eligible, please visit: <https://www.gov.uk/apply-free-school-meals>. Please note that if your child is eligible, there is a significant advantage of applying for this benefit as early as possible on joining as it also unlocks additional funding for your child and the school. Any families who feel they are unable to purchase school meals or provide a packed lunch for financial reasons are invited to talk confidentially with the Headteacher.

This section should be read together with our **Uniform Policy**, available on our website. Details of our school uniform are listed in this policy.



Our school uniform plays a valuable role. It instils pride, supports positive behaviour and encourages a sense of belonging, both in school and also outside, when children are ambassadors for St. John's. It ensures children are not worried about wearing or not wearing 'fashionable clothes' and allows all children to feel welcomed.

The PTA regularly sells used school uniform items at a discount. Any families who feel they are unable to purchase a school uniform for financial reasons are invited to talk confidentially with the Headteacher.

In terms of jewellery, only ear studs are allowed for health and safety reasons. No other jewellery should be worn except

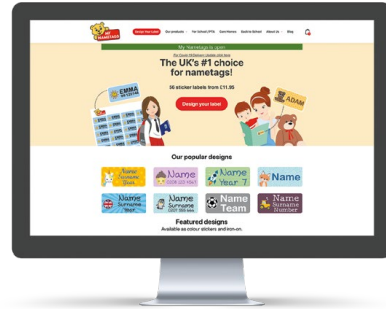
for religious reasons. No make-up or nail varnish should be worn in school during the school day and any hair accessories should be plain and functional.

Children do not need to bring pencils, pens, etc. to school. St. John's book bags (optional) are available from both school offices, these are an ideal size and design and avoid overly large bags that are difficult to accommodate on a peg.

This section should be read together with our [Uniform Policy](#), available on our website. Details of our school uniform are listed in this policy.

### LOST PROPERTY

Please ensure all items of clothing and shoes are clearly marked with your child's name. We recommend the MyNameTags stickers for labelling property, go to: [www.mynametags.com](http://www.mynametags.com) to design your label, put in your details at the bottom of the screen, tick the box and input the School ID: 21484. Alternatively, both offices always have a permanent pen available if you or your child needs to re-name their clothes. If an item is found with a name on it, school staff will attempt to return it to the child, but it is a good idea to also check the lost property box. At LRR this is in the cupboard in the main entrance off the playground and at WR it is the wicker basket along the bottom corridor by Brunel Class. We will set out lost property on tables at the end of each term so parents & carers can look for lost items.



### VALUABLES

Children are responsible for the security and safety of any valuable items brought to school, including watches and mobile phones. The school will not accept responsibility for loss or damage to valuables. Any lost valuables will always be taken to the office so ask there for missing items.



This section should be read together with our [Supporting Pupils at School with Medical Conditions Policy](#), available on our website.

### HEALTH AND MEDICAL

The School Health Nurse works in partnership with parents, teachers, children and families offering help and support with any emotional, behavioural, medical or physical concerns you may have. Messages can be left for the School Health Nurses in School or at the Health Centre where the nurse is based. Parents and carers can request contact information for the School Nurse from either school office. When your child is due to be examined by any health professional, you will be informed in advance.

Should your child become ill in school, it is obviously essential that it is possible to contact parents. The provision of a daytime telephone number where parents may be contacted should be provided when your child is admitted to school and updated as necessary. Unfortunately, there are no facilities for looking after sick children in school.

### MEDICINES IN SCHOOL

**Medicines should only be brought to school when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school day.**

A trained member of staff will receive the medicine and associated paperwork and will administer the medication accordingly.

In the case of antibiotics, other than in exceptional circumstances, only those prescribed four times a day may be administered once a day at school. If your child is on permanent medication, please discuss this with your class teacher. Children who require inhalers should be able to administer it themselves and a spare labelled inhaler must be kept in school at all times.

Only prescribed medicines (including eye drops) in the original container and with the information sheet inside, labelled with the child's name and dosage will be accepted in school (unless there are exceptional circumstances).

All medicines (including inhalers) must be brought to the school office by a parent or carer. Medicines must never be brought to school in a child's possession. The child's parent or carer is required to complete a parental agreement form at the school office for the medicine to be administered by school staff.

**More information on this can be found in our [Supporting Pupils at School with Medical Conditions Policy](#).**



### FIRST AID AND INJURIES

All staff are basic first aid trained. In addition, we have multiple registered first aiders and paediatric first aiders in school.

If your child requires minor first aid treatment during the school day, they will come home with a sticker which indicates the treatment they had. In the case of a head or spinal injury, they will be sent home with a head or spinal injury sheet and school will contact you.

Children are not insured by Bristol Education Directorate for personal accidents in school. If you wish to take out insurance, details can be obtained from either office.

### SUN SAFETY

The sun's rays can damage children's skin. This may not seem like a problem right now, but sadly it can lead to skin cancer in later life. You can help by:

- Talking to your child about the importance of sun protection
- Ensuring your child has sunscreen on prior to coming to school. The 'Once' variety is long lasting. If your child is particularly vulnerable to the sun's rays, they may bring labelled sun cream to school to apply at lunchtimes. Suncream is not to be shared.
- Teaching your child how to apply suncream if they are applying it to themselves.
- Sending your child to school with a hat, preferably a wide brimmed one.
- Ensuring your child wears t-shirts with sleeves for when outside.
- Ensuring your child brings a water bottle (named) to school.

We will:

- Encourage children to wear their hats when they go outside.
- Encourage children to drink more during the school day.
- Ensure that all children are taught about the importance of sun protection.
- Remind children to use sunscreen.



### MENTAL HEALTH AND WELL-BEING

We consider mental health to be as important as physical health. Our ethos and whole school approach support the development of positive relationships and an awareness of emotions. When individuals may need specific additional support we have a number of ways in which we can do this, such as our specially trained assistants. We also plan in specific lessons to teach children about mental health, how this can change over time and about self-regulation strategies.



## CURRICULUM

Through crafted lessons that engage and challenge, our children grapple with complex, interesting topics balancing knowledge and skills development and enhanced through computing. We take the content as prescribed in the 11 subjects of the [National Curriculum](#) and the approved syllabus for RE, and tailor it to our children's needs through a 2-year rolling programme. We make it purposeful and relevant using real life as often as possible to make learning authentic; that means visits out and visitors in are a regular feature of what we do. Further information about the curriculum we deliver at St. John's can be found on our school's website.

## MUSIC

Music education is a key strength of St. John's. In addition to the requirements of the National Curriculum, we have:

- A specialist music teacher who is a former professional opera singer!
- Choirs at both sites
- Regular singing as part of our services and other day-to-day activities.



In addition to our specialist music teaching as part of our curriculum, parents can arrange for their child to learn an instrument at school during the school day, usually at a reduced rate. This is a great opportunity to develop new skills and we always look forward to our pupils demonstrating their talents at our annual Summer Music Concert.

We have a range of instruments catered for with specialists from [Bristol Plays Music](#) and they can support with instrument hire or purchase, again at a discount, please contact the school office. If you are interested, please contact either office for further information.



## SPORT

At St. John's Primary we are fully committed to ensuring that our children are fit, healthy and active learners. We aspire to be a school that offers every child the opportunity to fulfil their potential and we realise the vital role that sports and outdoor learning needs to play in realising those goals. We want our children to make healthy choices, to enjoy physical activity and to appreciate its benefits while embodying our core values of collaboration, determination, positivity, respect and friendship.

At St. John's we currently employ our own specialist sports leaders to deliver our high-quality curriculum PE lessons across Years 1-6. We also offer a wide variety of after-school and lunchtime clubs which include many active and sporting activities. Our children look forward to participating in inter-school tournaments with other local primaries and our annual Sports Day is also a highlight in our sports calendar. If your child is selected for a sports tournament, you will receive an email and form through [ParentMail](#). Unfortunately, we do not have transportation available for inter-school sports tournaments, but with some collaboration these issues can usually be resolved.

Swimming is an essential skill for life and we aim to ensure that all children are able to swim by the time they leave in Year 6. In order for children to become proficient swimmers, we would highly recommend that parents/carers enrol their child in swimming lessons outside of school as soon as possible but ideally by the end of Year 3. All children will go swimming in Year 5 to assess their competency and those who require it will have additional lessons at the end of Year 5 and, if needed, Year 6.

### FOREST SCHOOL

Our children in EYFS, Year 1 and Year 2 have “forest school”, which are hands-on learning experiences in our school’s natural environment with trees. While we are an inner-city school, we do want to ensure our children have the opportunity to spend time outside. Forest school is scheduled in your child’s timetable and you will be notified in advance about the clothing requirements. We do go outside in all weather, so please do ensure your child is dressed appropriately.



### RE AND COLLECTIVE WORSHIP

Religious Education plays an important role in exploring big questions about life, finding out what different people believe and the difference this makes to the way they live their lives, as well as reflecting on their own views. We feel it is very important that all children understand the religions of others, as understanding helps to break down barriers.

Similarly, collective worship or ‘Service’ as it is referred to at St. John’s, is an important opportunity for the children to gather together for a shared experience that encourages their own reflections and responses. It plays a vital part in sustaining the school ethos, developing the school vision and reinforcing the school values. Service time will often address issues that the children are experiencing in school or tackle wider issues facing society and the world around us.

Parents have the right to withdraw their child from RE and Service, but we would ask that this is raised with your child’s class teacher in the first instance. We often find that parental perception of Service and RE is very different from our practice so it is important that we have a shared understanding of the rationale for any withdrawal.



### FOREIGN LANGUAGE

Our specialist staff teach St. John’s children French from Year 1.

### HELPING AT HOME

The school website has a section for each year group which details the areas of study over the course of the year, at the beginning of each term, we will also detail further information on the work children will be covering. This will help you be involved in your child’s education. You can strengthen and develop the work with your child at home. Parents, relatives and friends often have valuable contributions to make with additional information, resources, pictures, postcards, objects for display, talks, etc. for which we are always extremely grateful.

Encouraging reading at home is the single most important thing that you can do to support your child’s learning as it is such a fundamental skill that unlocks all other subjects. We expect children to take home reading books to read at home and/or to share with you. Sometimes your child may wish to read to you, at other times you may wish to read together and perhaps discuss the pictures, the plot and/or the characters, or speculate what might happen next in the story. An important part of this process is the discussion with your child in order to consolidate understanding.

In addition to daily reading, regular practice of maths facts is highly beneficial whether this is number bonds for younger children or times table facts for those who are older. We believe that at the end of a busy school day, primary aged children, just like adults, need time for relaxation. It is important too that they have time to broaden and develop their interests and hobbies. We therefore aim to balance the amount of homework we set with time for these important aspects too. The amount of homework increases as the children get older as we hope that this will help them to develop a responsible attitude towards studying independently. Further detail is given in the St. John’s [Homework Policy](#) available on the website. We hope that parents and carers will take an interest in their homework, encourage their children to complete it and to provide, as far as possible, suitable conditions for them to do this.

In addition to the specific homework that is set, the year group pages of the website provide lots of guidance for parents and carers on how they can support their child at home. There are lots of resources and ideas for activities that you can do with your child, including a termly maths pack full of relevant material. We also run sessions for parents and carers on how we teach elements of the curriculum and how you can support; these are usually recorded and available to view online via the website.



## FEEDBACK AND ASSESSMENT

This section should be read together with our [Feedback Policy and Assessment Policy](#), available on our website.

Providing feedback to pupils is a critical element in ensuring their progress. The key purpose of feedback is that it is to further children's learning. Therefore, evidence of feedback is incidental to the process; we do not provide additional evidence for external verification.

Over the course of your child's time in our school, assessments are used to measure their attainment and progress. Some of these are informal and some are more formalised. Some may occur on a day-to-day basis, whilst others are made at specific times of the year. Listed below are the formal aspects of assessment which this school practises:

**EYFS**

- Reception Baseline Assessments upon entry.
- Ongoing Assessments against the Early Learning Goals.

**Key Stage 1**

- **Year 1:** Teacher Assessments and National Phonics Testing in June.
- **Year 2:** Teacher Assessments in Reading, Writing, Maths and Science informed by Key Stage 1 SATs in Reading and Mathematics in term 5. National Phonics testing for children who did not achieve expected standard in Year 1.

**Key Stage 2**

- **Years 3 - 6:** Internal assessments in Reading and Maths and Teacher Assessment in Writing.
- **Year 4:** National Multiplication Tables Check in June.
- **Year 6:** Key Stage 2 SATs in Reading, Mathematics and Grammar, Punctuation and Spelling. Teacher Assessments in Writing and Science.



At St. John's, we do not generally set or group children according to their ability.

We closely monitor children's progress over the course of the year and if there are any concerns your child's class teacher will inform you of these either at parents' evenings or outside these. The end of year report will indicate whether your child is working below or at age related expectations and the text will make clear if this is often at the higher standard of greater depth.

**ENGLISH AS AN ADDITIONAL LANGUAGE**

At St John's we welcome students from all over the world into our school and we are proud to have a number of pupils with a range of fluency, for whom English is not their only language. We value greatly this linguistic and cultural diversity and provide an excellent English education that offers true integration into British culture and life in the city of Bristol. When required, we have a successful track record of enabling pupils to quickly become conversant in English and make rapid progress allowing them to access the curriculum and enjoy school life. If your child has English as an Additional Language, please discuss this with your child's class teacher to determine if there is any additional support they require.

**PUPIL PREMIUM**

At St. John's we believe very strongly that all children, particularly disadvantaged pupils, deserve the best possible education and we should work together to enable them all to 'fly high like an eagle.' We have high expectations for every child and understand that our children are individuals with a range of needs, both in terms of learning but also socially and emotionally. We aim to harness the opportunities given to us through the pupil premium grant to ensure teaching is excellent and that additional support and interventions are of high quality and high impact.

If you have any questions about pupil premium you are always welcome to discuss this confidentially with your child's class teacher or the school office. If you think you might be eligible for the pupil premium grant and free school meals, more information can also be found on the Bristol City Council [website page](#), which includes a link to the online application process.

Please consider applying as this additional funding can make a real difference to your child and others in the school.

**SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

We warmly welcome children to our school who might need extra support with their learning. We aspire to have all children working and learning together and achieve this through the exceptional skill of our staff. By allowing our children to individually adapt and personally learn, everyone has an opportunity to access the full curriculum, in the same environment.

If you have any questions about your child's progress you are always welcome to discuss this with your child's class teacher, Miss Lizzy Coombes Huntley, our SENDCo (Special Educational Needs and Disability Co-ordinator) based at WR or Mr Tony Weir, our Inclusion Leader, based at LRR via 0117 9030251 or [sendco@stjohnsprimary.org.uk](mailto:sendco@stjohnsprimary.org.uk). By sharing information and knowledge, we can develop a good understanding of your child's strengths and differences together. Alternatively, for more information, please see our [SEND Policy](#) on our website and [Bristol's SEND Local Offer](#).

**DRESSING UP**

Over the course of each year there are a number of opportunities for children to come to school dressed up in suitable clothes to fit the occasion. Usually this is to adopt a role to fit in with a particular topic that they are learning about at school, but it may be related to one of our whole school themed weeks, such as Authors' Week or to raise money for charity. We will always let you know the expectation in advance, usually via the weekly bulletin. If for any reason you need additional guidance, your child is reluctant to participate, or you are struggling with something appropriate, please do come in and talk to class teachers for advice and support.

**SCHOOL COUNCIL**

The school has an active School Council, made up of all children in Year 6. The School Council discusses issues that concern them and those raised by other children or staff. They have a key role to play in the running of the school and are always developing ways to help improve the school.

**HOUSE TEAMS & EVENTS**

All children are placed in one of our 4 house teams that are based on significant authors and represented in colours: **Rowling**, **Dahl**, **Morpurgo** and **Lewis**. We generally put siblings in the same house team so they can work together in any events. House Captains from Years 2 and 6 are also voted for at the start of each year.

During most terms we aim to bring the children together in their house teams to take part in, often competitive, events. This is usually linked with one of the theme weeks over the course of the year. Sometimes these will take place on your child's own site and sometimes they may need to be dropped off at the other site; details are always in the weekly bulletin.



## TRIPS

We know the powerful impact trips can have on enhancing children's educational experience and learning. We plan these very carefully to ensure that they are worthwhile and well organised. The majority of trips are linked with children's subject learning in class and are an opportunity to really bring to life the relevant subject matter. In some cases, we will organise trips to entertain and enhance children's cultural experience, such as a theatre visit.

## PAYMENT FOR ACTIVITIES

The school's policy on charging is in accordance with the Education Act 1996. The school may charge for any items made in school where the child's parents and carers wish to own them. There is also a charge for optional extras, such as music tuition. We ask for voluntary contributions from parents and carers for educational visits and swimming transport.

Parents who may have difficulty in meeting these costs are asked to meet with the Headteacher to discuss remission. Contributions are voluntary, but if we don't have sufficient contributions for educational visits or trips, we won't be able to fund these valuable enrichment activities.

For more information, please see our [Charging and Remissions Policy](#) on our school website.

## PHOTOGRAPHER

The school photographer comes in twice a year:

- During Term 1: to take individual photographs. Photos of siblings who are at the same site will be taken during the day. As an optional extra, you can also arrange to have photos taken with younger children or sibling groups across the two sites at this time.
- During Term 6: to take class photos and a year group photo for our Year 6 leavers.

Purchasing photos is optional.



## AFTER SCHOOL ACTIVITIES

At St. John's Primary we try to provide activities to enrich the experiences of our children beyond the school day and pride ourselves on having a wide variety of activities that we hope the children enjoy.

Our after-school activities are split into two types:

- Activities run by outside providers. Parents/Carers need to contact the activity providers directly to book and pay.
- Activities that are run by teachers and/or volunteers. These activities are often working towards a specific event or competition. Any enthusiastic pupil who would like to build up their skills would be welcome, but they do need to commit to attend for the duration of the club.

We are very fortunate to have such wonderful teachers who offer to run clubs; however, it is a big job and they need some help! If any parents would like to help at an after school activity then please email the [school office](#) to let us know.

## WRAP AROUND CARE

Like many local schools, we use an outside provider called [Shine](#) for our wrap around care, as well as some of our club provision. Shine use many spaces on both sites, in particular The Cabin which is based at WR. Further details are available on the Shine website ([www.myshine.co.uk](http://www.myshine.co.uk)) with links for each building.



This section should be read together with our [Safeguarding Policy](#), available on our website.

At St. John's nothing is more important than the safety of the children. All staff, governors, volunteers and our community have a responsibility for the health, safety and wellbeing of our children. As a school we are committed to safeguarding all our pupils and promoting their welfare, this means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

To this end we have a clear and well understood safeguarding policy in place. We have a child-centered approach and will always act in the best interests of each child.

Radicalisation and extremism is a safeguarding concern. Staff and governors have explicit responsibilities to safeguard children from the risk of being influenced by extremist groups.

If we have any concerns about your child's welfare, we will discuss it with you. If we ever have any child protection concerns we will inform you prior to making a referral to an external agency, unless we feel that doing so may put a child at greater risk. We want to work with you to ensure your child's safety and to help each family to get the support it needs.

If you have any concerns about the safety or wellbeing of a child, then please contact the school using the designated [safeguarding@stjohnsprimary.org.uk](mailto:safeguarding@stjohnsprimary.org.uk) email to go directly to a Safeguarding Lead, or ring and ask for:

- The Headteacher and Designated Safeguarding Lead (DSL): Mr. Justin Hoye.
- If Mr. Hoye is not available, then the Deputy DSLs are: Mrs. Ali Vining and Mr. Tony Weir.
- However, you can talk to any member of staff and they will guide you in how to proceed.
- Alternatively, you may ring the local authority **First Response Team** on: **0117 9036444** or contact them via this link: [www.bristol.gov.uk/firstresponse](http://www.bristol.gov.uk/firstresponse)
- The NSPCC also offer a free (from a landline) 24 hour helpline number: 0800 800 5000
- In an emergency, you should always ring 999.

If you are a child and worried about something, then it is good to talk to an adult in school who you trust. You might be worried about growing up, bullying, problems with your family or at school. Whatever it is, there is always someone at school you can talk to. You could also talk to Childline, they offer advice and you don't have to tell them who you are. The telephone call is free from a landline, just dial 0800 1111 or go to their website.

For parents and carers, if you need help and support, please come and talk to us. Sharing a concern or a difficulty you, your child or your family are having is really important. If anything is happening that may affect your child, then it is essential that someone at school knows so we can support them effectively. We can often put you in touch with organisations that can help. Alternatively, you can ring First Response or any of the numbers above yourself.

### ONLINE SAFETY

We aim to keep our school's website updated with information to help support you and your children regarding online safety. If you would like to talk to someone in school about an online safety issue, then please talk either to your child's class teacher or see Mrs. Lynda Hood (online safety lead teacher).

For more information, our [Online Safety Policy](#) is available on our website.



### IMAGES

When your child joins us we will ask you if you give consent for your child's photograph to be included in pictures on the school website. If you do not wish your child to be included then we will either ask them to step out of the photo or will obscure their face. We will never display an individual's face with their full name. You can change this at any time by simply contacting the office and your child's teacher.

As a school, we recognise that you may wish to capture significant moments in your child's life such as Sports Day or performances. We are more than happy for you to take pictures or videos of your child for your personal use. However as these may include other children, we do ask that none of these are uploaded to any website or social media site.

### MOBILE PHONES

[Pupils in Year 5 & 6 who walk home are allowed to bring a mobile phone to school to enable them to inform their parents and carers of their arrival or departure. Parents and carers need to complete an authorisation form which is sent to you at the start of the year.](#)

Children are allowed to contact their parents and carers to let them know their whereabouts, but phones should not be used to take photos or play games. All phones must be handed to the class teacher upon arrival in the classroom who will lock them away until the end of the day. Our school cannot be held responsible for any damage to, or loss of, mobile phones.

### BEHAVIOUR

The school operates a whole school behaviour policy that focusses primarily on acknowledging positive behaviour. We aim to support all children in making sensible choices in the way they behave that shows consideration for others feelings as well as their learning. Mutual respect is key in the way we approach children's behaviour in school and where there are more significant or ongoing problems, we will work in partnership with parents and carers to help resolve any issues.

For more information on our approach to behaviour at St. John's, please see our [Behaviour Policy](#) and [Anti-Bullying Policy](#) on our website.

*If your child is unhappy at school due to relationships with or the behaviour of other children in school, the best action to take is to alert the professionals in our school and allow us address the issue. Dealing with issues with other children directly can put your relationships with other families in the school at risk.*



### PARENT AND CARER CONDUCT

We pride ourselves on the behaviour of our pupils and recognise that this is achieved in part due to the role models of adults in and around school. We therefore expect that all parents, carers and their families conduct themselves in a respectful way to children, staff and other parents – even when emotions are running high. If there is a problem then please come in to school and we will try help resolve it.

Smoking (cigarettes and e-cigarettes) is not permitted on the premises and nor is any form of illegal substance. Parents and carers should not use a mobile phone in school during the school day. At all times, parents and carers should refrain from taking pictures of other children unless permission has been granted.



### RELATIONSHIPS AND SEX EDUCATION

Effective Relationships and Sex Education is essential if young people are to make responsible and well-informed decisions about their life. It should not be taught in isolation but clearly placed within the framework for PSHE and within the Science curriculum. It is education about physical, moral and emotional development. The children should be helped towards an acceptance and an understanding of their bodies, as they grow towards puberty and adulthood. As rights respecting children, an understanding of relationships and the feelings and needs of others is essential as ignorance can lead to inappropriate behaviour and prejudice. The approach will also be sensitive towards the cultural and religious values of the children in our school.

For more information about how we teach Relationship and Sex Education at St. John's please see our [RSE Policy](#) on our school website.

### SITE SECURITY

For the safety of all children and staff, we maintain a secure site, both before, during and after school hours. Access to the school building is through the main office entrance at all times for visitors to the school and visitors are required to sign in.

### DOGS

Dogs are not permitted to walk in the school grounds, including in the playground. If you walk to school with your dog, please remain with it outside the school gates. If you really need to enter the site, then please ensure your dog is left securely tied up away from the entrance to the school as this can be intimidating for children to have to walk past.

### OUR PTA (PARENT TEACHER ASSOCIATION)

St. John's has an extremely active association which organises a wide spectrum of social activities such as our Summer Fair, Christmas Fair, discos and numerous other events to build a sense of community and raise funds which can enhance provision to benefit the children.

The PTA is run by a committed group of parents, carers and teachers. The association works tirelessly to achieve its goals and all parents and carers, who are automatically members, are actively encouraged to participate in order that resources, which might not fall within the school's budget, are obtained.

### OUR CHURCHES

We have a close connection to All Saints Clifton, our foundation church on Pembroke Road. Over the year, key events take place here for our school community such as the Christmas Carol Service and the End of Year Service. In addition, our children benefit from the strong relationships we have with several other Christian churches in the area including Redland Park United Reformed Church (where we often gather for whole school events), Cotham Parish Church and Redland Parish Church. We are fortunate that visitors from each of these churches will come and lead services (assemblies) at our school.

### CHARITIES

During the year there are various events which naturally lend themselves to school involvement, for example, our Harvest Festival produce is donated to the Community of the Sisters of the Church. We also have a regular commitment as a school to support and provide porridge for our link school in Uganda through the charity Fingerprints in Uganda. Our Year 6 School Council will often determine which charities we support and regularly lead the organisation of events to support them. The school's contribution to these worthwhile causes is only achieved by the compassion and generosity of our children and you as parents.

### PARENT AND CARER HELPERS

We greatly value parental involvement. Parents, carers and other family members help in school in a variety of ways e.g. listening to reading, supporting art or topic work, or helping with school trips. If you would like to help in school, please contact either your child's class teacher or the school office at [office@stjohnsprimary.org.uk](mailto:office@stjohnsprimary.org.uk).



We welcome all feedback about St. John's school. If you have a specific issue or concern you wish to raise about your child, however small, we would like you to tell us about it. Your class teacher is the first point of contact for these concerns, and if it's not possible to speak at the time (e.g. in the busy morning), they will be happy to set up time with you to meet. Your child's class teacher also appreciates being told of anything that has happened at home that may affect your child during the school day.

If, following this meeting, you still have concerns, please do bring them to the attention of management via the process described in our [Complaints Policy](#), available from our website.

You can contact staff by email about a concern or issue. However, if the email is longer than 2-3 sentences or is sensitive, we ask that you set up time to speak in person. Parents and carers are also asked to keep the tone of any written communication professional and courteous. We understand that at times emotions can run high, but angry or abusive communication with any members of our staff will not be tolerated.

Finally, please look out for our annual questionnaire towards the end of the year. Providing your feedback on these questionnaires is very helpful and we thank you in advance for participating!

### ADDRESSES



Lower Redland Road  
Redland  
Bristol  
BS6 6SU  
Tel: 0117 3532090  
Map: <https://goo.gl/7zdRUD>



Worrall Road  
Clifton  
Bristol  
BS8 2UH  
Tel: 0117 9030251  
Map: <https://goo.gl/WyRk2v>

### GETTING TO LOWER REDLAND ROAD FROM WORRALL ROAD

Our Lower Redland Road site is about a 5 minute walk from the Worrall Road site. Simply head east from Worrall Road, cross Whiteladies Road and turn left onto Lower Redland Road (at the Tesco). Follow this road until you reach the infant site on the left.

Walking directions are available here: <https://goo.gl/maps/gTZvr>

If you are walking to the school with small children, please be aware of the garage on Lower Redland Road. Lower Redland Road is two-way for bicycles but in places is one-way for vehicles.

**TRAVEL TO AND FROM SCHOOL**

**St. John's is conveniently located at the top of Whiteladies Road near Durdham Downs. It is on several major bus routes (nearest stops: Apsley Road, Durdham Downs) and a 10 minute walk from Clifton Down train station.**



Wherever possible, we recommend travelling to school actively. In the morning, even a short walk can be a positive start to the day for your child. If you are travelling by car, consider a “park-and-stride” option – parking a little walk away from the school. It helps to avoid congestion on the narrow roads around our school and is beneficial for you and your child. Parking is widely available on Whiteladies Road and Durdham Downs.

Unfortunately, our school does not have any parking available for parents and carers onsite. We ask those arriving by car not to park or stop on the yellow zig-zag lines outside the school gate at any time and always park with consideration for local residents, e.g. not blocking driveways or parking over dropped curbs.

Children are encouraged to use their bikes or scooters to travel to and from school. There are a number of racks to store them in and, while they are behind a gate, you may want to lock them during the day. The school is not responsible for the security of children's bikes or scooters.

If parents/carers travel by bike, please move these away from the main route for other families while you drop-off or pick-up your child.

The Lower Redland Road (LRR) site is home to our Early Years and Key Stage 1 children, that's our Reception, and Years 1 and 2 children. The Deputy Headteacher at Lower Redland Road is Mr. Tony Weir. He is responsible for the day-to-day management of this site and can be contacted via the LRR office.

This site was formerly the Redland Police Station and has been converted into an exciting school building, that retains a few reminders of its former existence.

**DROP-OFF AND PICK-UP AT LOWER REDLAND ROAD**

**The school day for our children at our Lower Redland Road site is from 9.00am to 3.30pm.**

The school gates to the left of the building open at 8.45am and children are allowed into the school grounds via the slope but must be supervised by a parent or carer until they can go into the classroom from 8.50am. The bell rings at 9.00am and all children are expected to be in school by this time. It is important that parents and carers leave promptly to enable children to start their lessons.

The gates will close as soon as possible after 9.00am, once all parents and carers have left the site. After this time children must enter school via the main reception and will be recorded as “late”, arrival after 9.30am will be recorded as an “unauthorised absence”.

At the end of the day children will be handed over to their parents or carers from the classroom or playground. Any children not collected by 3.45pm will be taken to the school office so we can contact you.

Children staying for after school activities, should usually be collected at 4:45pm. Parents/carers are asked to wait by the double glass doors on the left side of the building by the slope until the provider arrives to hand the children over. If children are attending Shine after an activity then they will be walked over to Worrall Road by Shine staff but please remember that children must be booked in in advance for this service.

### SCHOOL LUNCHES

While children in Early Years and Years 1 and 2 have free school dinners, it's vitally important that these dinners are still ordered in advance via the ParentPay online system, so the right amount of food is available for the children on the day. You can order dinners for the entire term in advance on the booking system. If a dinner has not been ordered for a child, the LRR office will call the parents in the morning to request that a packed lunch is provided.

### MILK AND FRUIT

All children under 5 will receive milk free of charge. All children at LRR will have a daily fruit or vegetable snack provided free of charge. Parents need not do anything other than encourage their child to drink their milk and eat their fruit as it is part of establishing a healthy lifestyle.

### LOST PROPERTY

Please ensure all your child's clothes are clearly named. There is a permanent marker pen available for parents/carers to name clothes – this is located in the playground lobby through the central door from the main playground.

At playtimes, if they are hot, children can hang their clothes on the trolley under the canopy so this is a good place to start your search. We will endeavour to return named items directly to your child. If an item is lost, it will be placed in one of the baskets in the tall cupboard in the playground lobby. If these items are not reclaimed after some time we will recycle them.

### ENTRY AND EXIT TO THE SCHOOL BUILDING

Outside drop-off and pick-up times, access to the infant building is only available via the main front entrance. Please press the buzzer to alert a member of the office team who will release the door. We endeavour to ensure there is always someone in the office but there are occasions when this is not possible so please be patient.

To leave the building, use the same main entrance; you will need to press the big green button to release the door mechanisms. Please do not use the double glass doors to the side of the building.



### BREAK TIMES

#### EYFS

Morning break: 10:15-10:30am

Lunch: 11:45-12:45pm

Afternoon break: Flexible

#### Years 1 & 2

Morning break: 10:30-10:45am

Lunch: 12:00-1:00pm

Afternoon break: 2:30-2:45pm

If appointments are essential during the school day, please try to schedule these during a break time whenever possible.

### MOVING AROUND THE BUILDING

We have a main central staircase that provides access to all floors. Children and adults are asked to walk around the school on the left-hand side, especially on the stairs. The building also has a lift which gives access to all floors for those people with a buggy or disability. Children are not allowed to use the lift unsupervised.



Our Worrall Road (WR) site is the home of our Key Stage 2 children, that's years 3, 4, 5 & 6. We have 10 classes on site. The Deputy Headteacher for Worrall Road is Mrs. Ali Vining.

### **DROP-OFF AND PICK-UP PROCEDURES FOR WORRALL ROAD**

**School hours for our Worrall Road children are from 8.45am to 3.15pm.**

In the morning, the school gates on Mornington Road and Worrall Road open at 8.30am. Other than older children with permission, pupils should not be left unsupervised before 8.35am, when there is a member of staff in the playground.

School starts at 8.45am and the gates are locked at 8.50am. Children arriving after this time will need to come to the main reception and will be recorded as a "late". Registration closes at 9.15am. Children arriving after 9.15am will be noted as an "unauthorised absence".

At the end of the day, our Worrall Road children are trusted to leave the building to find the adult who is collecting them. If they have not been collected by 3.30pm, they must go to the school office so that we can contact you. Children in Years 5 and 6 may walk home by themselves. This is a parental decision and to authorise this, parents and carers must sign the appropriate authorisation form available from the school office.

Pick up from after school activities is generally at 4:30pm from the school gate on Mornington Road. If your child is attending Shine, for Breakfast Club or Snack & Chill, then this must be booked in advance. Drop-off and pick-up for these is via the car park entrance off Anglesea Place; press the Shine buzzer.

### **ENTRY AND EXIT TO THE SCHOOL**

Outside drop-off and pick-up times, access to our Junior site is only available via the main front entrance on Worrall Road. Please press the buzzer to gain access to the school. We endeavour to ensure there is always someone in the office but there are occasions when this is not possible so please be patient.

To leave the building, use the same main entrance; you will need to press the 'hand' button on the central door frame to release the door mechanism.

### **MOVING AROUND THE BUILDING**

Children and adults are asked to walk around the school on the left-hand side, especially on the stairs. We ask that everyone avoids walking through the hall or classrooms where children are learning to avoid disruption, alternative routes are always available.

The Worrall Road building has many stairs which make it less convenient for those people with a buggy or disability. We will always support those in need and if you require any special arrangements then please do talk to us.

### **TOILETS**

There are plenty of toilets for pupils in various locations at WR. Adult toilets are available by the office, but there is also an adult toilet along the main bottom corridor near the hall.

### **BREAK TIMES**

Morning break: 10:35-10:50am

Lunch: 12:00-1:00pm

If appointments are essential during the school day, please try to schedule them during a break time if possible.





## INFORMATION SPECIFIC TO OUR WORRALL ROAD (WR) SITE

### SCHOOL LUNCHES

At our Worrall Road site, all cooked school lunches are eaten in the hall and packed lunches are either eaten in the hall, classroom or outside if the weather is fine. Some children in Years 3-6 have free school dinners. It's vitally important that all dinners are still ordered in advance via the **ParentPay** online system, so the right amount of food is available for the children on the day. You can order dinners for the entire term in advance on the booking system. If a dinner has not been ordered for a child, we will phone you in the morning and request that a packed lunch is provided.

### PLAYGROUND EQUIPMENT

Our Worrall Road site has a great outdoor space with grass, trees, cricket net, 2 sports pitches, a decked seating/performance area as well as additional playground space. The main highlights for most children are the tree house and the 2 Nexus climbing frames. These offer a great challenge for pupils who love the height and physical skills they develop to use it. Please take note of the signs that indicate that children should only use the equipment when they are supervised. School staff undertake this role during the day but this is a parent responsibility at all other times. The tree house has a height restriction clearly indicated on it and the Nexus frames are only suitable for children over the age of 8.

We are also developing our Forest School area and our garden.

### STORING MUSICAL INSTRUMENTS

At Worrall Road, musical instruments must be stored during the school day in the Music Room near The Cabin. Children should drop their instruments off on the day of their lesson prior to the morning bell ringing.

### UNIFORM AND PE KITS

At WR, children need to come to school in their PE Kit on the days they have PE. As an active school, we do ask that all children wear dark trainers every day. If your child wears shoes as part of their uniform, then they should have trainers available to change into kept in school. Please check the [Uniform Policy](#) for details.



**St. John's**  
Cof E Primary School  
Clifton & Redland

