



*St* JOHN'S  
CE (AIDED) PRIMARY SCHOOL

School Brochure 2012/2013



**St. John's CE Aided Primary School  
Jubilee Road  
Shildon  
Co Durham  
DL4 2EQ**

**Tel/Fax: 01388 773476**

**Headteacher: Mr Andrew Farnell**

**Chair of Governors: Mrs Helen Donohue**

Dear Parents

Welcome to St. John's Primary School. We hope that your involvement with our school will be a happy and exciting one.

We trust that you will find this brochure and additional information sheets helpful in your understanding of what we are trying to achieve for the children in our care.

We have high hopes of all our pupils and aim to provide a safe and secure environment in which everyone can learn together and develop as individuals.

We believe that by working alongside parents and the community we can develop a real partnership to benefit all of our children.

Andrew Farnell  
Headteacher

## Aims of St. John's

### *School Vision Statement*

*"Achieving our potential as God's children"*

### *Mission Statement*

#### *Achieve and Enjoy*

To meet the needs of every pupil through excellent teaching in a high quality environment.

#### *Being Healthy*

To develop the intellectual, creative, emotional, physical and spiritual life of every pupil.

To have care and respect for others at the heart of our school.

To understand that all people are equally precious to God.

To know the abundant love of God for ourselves and to share it generously.

#### *Staying Safe*

To provide a secure and happy working environment in which every pupil will grow and succeed.

#### *Achieving Future Well-Being*

To know God's call to fullness of life and to realise that his plan includes every aspect of our lives.

To work in a partnership of trust and respect with all pupils, parents, the church and the wider community; achieving more together for the benefit of all.

The Headteacher, Staff and Governors all work together to support this statement.

### **MEMBERS OF THE GOVERNING BODY**

<b>Foundation</b>	<b>Authority</b>	<b>Parent</b>	<b>Staff</b>
Revd Rupert Kalus	Vacancy	Mrs D Ritson	Mr A Farnell
Mr J Dodds		Mrs Stabler	Miss LM Turnbull
Mrs H Donohue		Miss A Boyd	Mrs C Johnston
Mrs B Callaghan			
Mrs M Carson			
Mrs P Nash			
Mrs A Lee			
Mrs O Bainbridge			

## *School Organisation*

### Teaching Staff

Mrs Forrest	Nursery AM/PM
Mrs Fuller	Reception
Mrs Davey	Year 1
Miss Burnside	Year 2
Mrs Johnston	Year 3
Miss Daniel	Year 4
Mr Kay	Year 5
Mrs Pallister	Year 6

### Year Group

Mrs Headlam-Morley	Special Support Teacher KS2
Mrs Weerasinghe	Special Educational Needs
Mrs Johnston	Deputy Head Teacher
Mr Farnell	Head Teacher

### Part Time Teachers

Mrs E Pearson	Literacy Teaching
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### Additional Support Staff

Mrs K Bennett	Learning Support Assistant
Mrs Hughes	Learning Support Assistant
Mrs Clark	Learning Support Assistant
Mrs Oxenham	Learning Support Assistant
Miss Turnbull	Learning Support Assistant
Mrs Eltringham	Learning Support Assistant
Mrs Whensley	Learning Support Assistant
Mrs Hogarth	Learning Support Assistant
Mrs Scott	Learning Support Assistant
Mrs Laverick	Learning Support Assistant

### School Administration

Mrs Bellas	School Secretary
Mrs Davies	Administrator
Mrs Nasby	Administrator

### Caretaker

Maureen McKimm

### Cleaning Staff

Karen Jary  
Carol-Ann McKimm  
Liz Nasby

### Kitchen Staff

Claire Allison	Cook
Susan Bennett	Assistant Cook
Lynn Sowerby	Kitchen Assistant
Tracey Howe	Kitchen Assistant

### Dinner Supervisory Assistants

Angie Merchant	Eileen White
Tracey Wales	Joanne Birbeck
Kim Clemmett	Carol Thomas
Kay Coyle	Karen Jary
Kay Thomson	

## *Our School*

### *Organisation*

A dedicated team support the children throughout the day. This includes: Teachers, Learning Support Staff, School Secretary and Administrator, Caretaker, Cleaning Staff, Kitchen Staff and Lunchtime Supervisory Assistants

There are a total of 7 Classes organised in single age year groups from Reception to Year 6. There is an admission limit of 30 pupils in each class. A local authority Nursery is attached to the school, however a place in the Nursery does not guarantee a place in school.

### *Environment*

We moved in to our new building in 2007 and we continue to maintain and improve this high quality learning environment with the aim of developing children as independent learners. We have created an atmosphere where children are motivated to learn and a school where children want to attend.

We are proud of the external environment that we have created: this supports children during curriculum time and their independent play. In 2011 we invested in a range of large play equipment, including a traversing wall and a trim trail.

## *The School Day*

### *Attendance*

Regular attendance is essential if your child is to learn effectively. It is essential that home and school work in partnership to make sure a child benefits from the learning opportunities we offer. Parental support in ensuring that holidays are not taken in school time will ensure that your child will have the best opportunities to succeed.

95% or above is classed as Good Attendance

85% or below your child will be classed as a persistent absentee

### *Absence Procedures*

If your child is going to be absent from school it is essential you telephone school on the first day to inform us of the reason for and the anticipated length of absence. If no reason is given to the school, then we will contact you by telephone asking the reason for absence. *The school works in close partnership with the Local Authority Education Welfare Team.*

### *Breakfast Club*

Our Breakfast Club is run by Claire Allison, our school cook. After enjoying a good breakfast, the children can play a variety of games before getting ready for the school day.

Our Breakfast Club is used by working parents, those at College and others who enjoy the company of other early risers! Currently charges are £1 per session.

### *Registration*

School begins 8.50 am. Pupils line up on their respective playgrounds or outside their classrooms. The doors are opened at 8.50 am and the teachers meet their pupils outside to supervise their entry into school. In the event of extremely inclement weather, children will be allowed to wait inside. Please try and ensure your child arrives or is left in the school grounds as close to 8.50 am as possible.

## *Lunch Time*

Our school provides meals independently of a large company but follows guidelines set with support from Durham County Council. Lunch money should be brought into school at the beginning of each week and given to the class teacher in the money bag provided by school. Application forms for free school meals for children of those parents in receipt of Income Support or Income-based Job Seekers' Allowance are available in school. Children bringing a packed lunch must have these in a suitable container that is clearly labelled with the child's name. Lunch boxes are collected at the start of the day and stored until lunch time. A separate policy for packed lunch content will be provided for all parents choosing this option. No child having a school meal or packed lunch is allowed outside the school gates at lunch time.

## *Break Times*

All pupils have 15 minutes break at 10.15-10.30 am each morning. Reception pupils are always the first to start lunch; along with KS1 pupils they have lunch between 11.50 am -1.00 pm. KS2 pupils have lunch between 12.20-1.00 pm. There is no outdoor afternoon break.

## *Home Time*

The school day ends at 3.00 pm and teachers will escort their classes from the school premises in an orderly manner. Parents are requested to wait at the main gate. Reception parents only to wait outside their child's classroom.

## *uniform*

Although Durham County Education Authority do not make provision for the wearing of school dress, the teachers, Governors and many parents support the wearing of a school uniform.

It would be very much appreciated if parents could support the school policy of wearing the following:

### **Girls:**

Black/grey skirt/trousers  
Red Gingham Dress  
White polo shirt  
Red sweatshirts/red cardigan  
Black shoes

### **Boys:**

Black/grey trousers  
White polo shirt  
Red sweatshirt  
Black shoes

*The sweatshirts with our school logo are available from the school office. These are very reasonably priced at only £7.00*

**PE kit** should, if possible, be available in school at all times and should consist of:

T-shirt (White)  
Shorts (Black)  
Socks (White, Black or Red)  
Gym shoes/Trainers

### **Jewellery**

We do not encourage the wearing of jewellery in school. However, if your child wears jewellery in school, an indemnity form must be signed by parents to accept responsibility for any injury or loss of item. If earrings cannot be removed for PE, then they must be covered for safety.

## *Collective Worship*

This takes place daily in accordance with the requirements of the Education Reform Act. As a Church of England Aided School, we value worship as a place where we acknowledge the infinitely larger world we inhabit and where we are touched by its mystery and wonder. It provides a foundation on which all school life rests. Any parent wishing to exercise their right to withdraw their child from Collective Worship or any elements of RE, should contact the Headteacher to discuss alternative provision.

We hold a daily act of collective worship in our school: this forms part of each morning assembly. In addition we attend St. John's Church in Shildon for major festivals and events throughout the year, and we also have Family Services and Eucharist Services in school.

We conduct assemblies in a dignified and respectful way. We tell children that assembly time is a period of calm reflection. We regard it as a special time and expect children to behave in an appropriate way. We ask them to be quiet and thoughtful and to listen carefully to the teachings and participate fully in prayer and hymns. We create an appropriate atmosphere by using music and sometimes candles or other objects that act as a focal point for the attention of the children.

The Vicar of St. John's is Reverend David Tomlinson.

## *Religious Education*

At St. John's, as a Church of England Aided Primary School, we believe that RE should have equal status with National Curriculum subjects.

The RE at St. John's is taught in accordance with the beliefs and traditions of the Church of England. RE has a central place in the curriculum; it is taught as one of the core subjects and contributes to the ethos of the school.

We aim to:

- Enable children to realise that religious beliefs and practices are an interpretation of humankind's attempts to find meaning and purpose in life
- Teach children about Christianity and other principal religions represented in Britain and how religion affects societies and cultures
- Develop in children the ability to make reasoned and informed judgements about religious and moral issues, with reference to principal religions represented in Great Britain.

In school we encourage positive values of truthfulness, honest, reliability, initiative, self-discipline, friendship and tolerance of others.

## *Curriculum*

It is our aim to make sure that all of our children receive a broad and balanced curriculum which promotes their spiritual, moral, social, cultural, mental and physical development as well as preparing them for the opportunities, responsibilities and experiences of adult life.

Throughout the year, all pupils are taught all of the National Curriculum subjects. At different stages of the year, however, there may be a different emphasis and time allocation to subjects other than English (Literacy) and Mathematics (Numeracy) which are taught daily. These subjects include Literacy, Numeracy, Science, Design Technology (DT), History, Geography, Physical Education (PE), Art, Music, Religious Education (RE) and Information Communication Technology (ICT). Personal, Social and Health Education (PSHE) and Citizenship are introduced across the curriculum.

Children in the Reception Class are taught the 6 areas of learning for the Foundation Stage. These are:

- Knowledge and Understanding
- Mathematical Development
- Physical Development
- Creative Development
- Communication, Language and Literacy
- Personal, Social and Emotional Education.

## *Assessment*

Careful assessment is an important part of monitoring your child's progress. During their first term at school, children are assessed by their class teacher so that we can build up a picture of their individual abilities on entry to our school. This is called Baseline Assessment and will continue throughout your child's first year in school. Your help in this process, by providing information on your child, is extremely valuable.

Assessment continues throughout your child's time at school, in addition to regular assessment by a child's teacher.

## *Special Educational Needs*

Many children will, at some point in their education, require a little extra support. Teachers or parents who feel that this is necessary should consult the Headteacher who will carefully monitor the situation. A decision will then be made to establish what further action needs to be taken. If necessary, a special needs support teacher will intervene and provide extra help or an individual programme of study. The individual programme of study will be based upon the topics and areas of learning offered by the class teacher. Parents and children will be consulted at each stage of any decision-making regarding special needs. If any further help is required, we will in consultation with parents, seek the assistance of further Educational Specialists.

St. John's Primary School promotes Inclusion and follows the guidelines of The Code of Practice for special needs and involves parents in planning for children's specific needs. A complete policy regarding the identification, assessment and practice of special educational needs is available within school. The school also follows the guidelines in the SEN and Disability Act 2001, to ensure that all children have access to education.

## *Equal Opportunities*

All pupils have access to equal opportunities based upon the LA's Policy for Equal Opportunities which has been adopted by the Governing Body.

The school is fully committed to an education which does not discriminate on any basis and values all pupils as individuals in their own right.



## *Sex Education*

This is taught as part of a 'whole approach' to Health Education. Parents are informed of any planned activity which involves sex education and have a right to remove their child from any session that they are not happy with. There are times, however, when aspects of health education occur naturally throughout the year within the curriculum. Questions that arise are answered in a simple and straightforward manner that is appropriate to the age and maturity of the children.

## *Most Able and Talented Children*

At St. John's Primary School we are very proud of our children's achievements in all areas and provide every opportunity for individual talents to flourish. We have enabled our pupils to develop their gifts in the areas of literacy, numeracy, science, the arts, music and sport and we feel that excellence can be achieved both in and out of the classroom.

## *School Educational Visits*

Educational visits play an important part in a child's development at school. Parents are asked to make some contribution towards the cost of any visit made in school time.

No child will be excluded from an educational visit due to lack of parental contribution. Where an activity cannot be funded without voluntary contributions, a letter to parents will outline and explain the proposed activity. This will include an indication of the cost per pupil that will be required if the activity is to take place. Whilst no pupils would be omitted from the activity because parents are unwilling or unable to contribute equally, an activity will not take place if parents are reluctant to support it. In the event of a parent being unable to give financial support, we still require parental consent for a child to take part in educational visits.

## *Extra Curricular Activities*

The school recognises the important role that out-of-school activities have in a child's development. School staff work with our Extended Services Coordinator, Michelle Postma and Sedgefield Sports Partnership to provide a wide range of activities, including: Football, Gymnastics, Choir, Breakfast Club, Cooking, Art, Homework Club and School Council. We also encourage extra events such as discos and outdoor pursuits. We are always looking to offer additional activities.

## *Health Education/School Nurse*

Michelle McMurray, our School Nurse is a regular visitor to St. John's. She offers advice and support on all health related issues for our pupils. In addition to this, she also provides talks to pupils on a range of issues, e.g. 'growing up' talks for pupils in Year 5 and Year 6.

## *Safety*

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff. In addition to this, we actively seek opportunities to provide children with the knowledge and information they need to remain safe. We use the Police and Fire services to present talks in school and our pupils also take part in organised events, such as a Fire Safety Day, the Safety Carousel organised by Sedgefield Borough Council and specialised work with our local Community Safety Group.

## *Drugs Education*

We aim to equip our children with the knowledge, understanding and skills that enable them to make the sort of choices that lead to a healthy lifestyle. Our drugs education programme has the primary objective of helping children to become more confident and responsible young people. We teach children about the dangers to health posed by drug-taking, and we aim to equip them with the social skills that enable them to make informed moral and social decisions in relation to drugs in society.

## *Home School Links*

Throughout your child's time at this school, we want to be fully involved with their education. For the parent/guardian it means:

- Keeping your child in regular and punctual attendance and informing the school of any reason for absence by telephoning the school office on the first morning of absence.
- Supporting the rules of the school and its code of conduct.
- Maintaining a smart appearance and where possible adhering to the school uniform.
- Creating suitable conditions to do work at home.
- Keeping in contact with school regarding progress and behaviour.
- Notifying the school immediately of any change of address or telephone number.

In return you can expect the school to:

- Promote the best possible learning atmosphere for everyone.
- Record attendance and inform you of any concerns.
- Enforce school rules and ensure that your child observes the Code of Conduct.
- Provide you with regular information about your child's progress and invite you in to school to talk with their teacher.
- Invite you in to discuss matters of concern.

## *Positive Behaviour / Positive Rewards*

We are very proud of the good behaviour of the majority of pupils in our school and we use many systems to support and reward all children.

In our school, we use **Golden Rules**. These are used in all classrooms and are based on the principle of 'do' rather than 'don't'; for example, we say to our pupils 'Do be kind to others'. As a reward for following these *Golden Rules* during the week, our pupils are provided with **Golden Time** each Friday afternoon. This time offers them the opportunity to choose from a huge variety of enjoyable activities outside the normal classroom and curriculum.

In all aspects of school, we use a variety of **Rewards** such as stickers, certificates, letters home and special activities, to recognise the achievements of pupils.

We are extremely proud of our school '**Buddies**'. These pupils who are specially selected from Year 6 carry out many duties supporting the younger children during playtimes. They offer friendship, organise games and encourage positive behaviour.

For those pupils who choose not to follow our school's Golden Rules we use a system called '**Assertive Discipline**'. In this model, pupils are given warnings regarding their behaviour and they are given the opportunity to make the right choice. If they choose to ignore the warnings then there are a range of consequences.

Communication between home and school is essential. If you have any concerns or information with regard to your child's welfare at school, please contact us as soon as possible to arrange a meeting.

## *Safeguarding Children - Information for Parents (Durham LA)*

Parents and carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where there is cause for concern that a pupil may be subject to ill-treatment, neglect or other form of abuse, staff will follow the Local Safeguarding Procedures. Social Care will be informed of their concerns.

## *Homework*

This is an important part of helping children to learn and build on the partnership between home and school. Children will receive regular homework and we ask you to support your child to enable them to achieve to the best of their ability. Details of the amount of homework that you should expect your child to receive are available in school.

## *TfC (Time for Children)*

We are very proud of this pupil mentoring project which provides time for them to talk to another adult other than their teacher about issues that are important to them. It explores ways of helping a child express their feelings and/or concerns. It is their time!

One pupil says;

*'I can talk and share my feelings. I can't do this with other people – it makes me calm down and feel happier in class.'*

## *Health*

### *Medicines*

Although we prefer not to administer medicines in school, we have decided to adopt the following procedures, after consultation with the Health and Safety Department at County Hall, for the safety and well being of the children in our care.

- Mrs Whensley is our appointed member of staff who manages all medical issues.
- The school can only administer medicine prescribed by a Doctor.
- Medicines must be brought in by the parent/carer and given to the appropriate member of staff to ensure the safety of other children
- The school can only administer medicine when a consent form has been completed by the parent/carer
- Parents need to fill in an asthma care plan for children needing inhalers during the school day.

It is more important that we are informed of all children's medical conditions as well as any infectious diseases that your child may have.

### *First Aid*

Children involved in minor incidents resulting in grazes, stings, bumps, etc., within school, need to inform a member of staff who may refer them to the designated First Aider and record the incident in the Accident Book. Parents are required to sign a consent form at the beginning of each school year allowing minor first aid to be administered to their child should an incident occur. Parents will be informed of any incident which is deemed serious enough to require external medical assistance. A bump letter will be sent home with your child should they receive a bump to the head. This is precautionary and is self-explanatory.

Staff with First Aid training includes teachers, learning support assistants and lunchtime supervisory assistants. This ensures that all pupils are covered at all times in the event of an accident.

## *School Holidays*

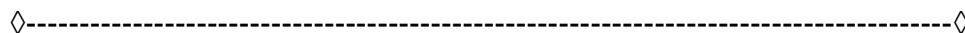
### *Autumn 2012 to Summer 2013*

<u>Holidays</u>	<u>Closing Date</u>	<u>Re-open for Pupils</u>
		Wednesday 5 September 2012
Autumn half-term 2012	Friday 26 October 2012	Monday 5 November 2012
Christmas 2012	Friday 21 December 2012	Monday 7 January 2013
Spring half-term 2013	Friday 15 February 2013	Monday 25 February 2013
Easter 2013	Thursday 28 March 2013	Monday 15 April 2013
May Bank Holiday	Monday 6 May 2013	Tuesday 7 May 2013
Summer Half-term 2013	Friday 24 May 2013	Tuesday 4 June 2013
Summer 2013	Friday 19 July 2013	To be determined

### *Complaints*

We hope that parents will share concerns with class teachers and the Headteacher, where appropriate.

Unresolved queries should be brought to the attention of the Governing Body and parents may also contact Children and Young Peoples Services at County Hall in Durham: Tel. 0191 383 3000



This brochure has given you quite a lot of information about the school. If there is anything you do not understand, or which you need more detailed information about, please do not hesitate to contact Mr Andrew Farnell, Headteacher on 01388 773476.

It must be appreciated that this information is correct at 5<sup>th</sup> September 2012. It must not be assumed that there will be no change affecting the relevant arrangements during the school year in question.

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**<http://www.st-johnscofe.durham.sch.uk>**