

St John the Baptist VA Primary School

Ysgol Sant Ioan y Bedyddiwr



School Prospectus

2022—2023

Working together with kindness, respect and encouragement to achieve our best in a caring Christian School
Gweithio gyda'n gilydd gyda charedlgrwydd, parch ac anogaeth i gyflawni ein gorau mewn Ysgol Gristnogol ofalgar



Message from the headteacher

Dear Parents/Carers,

On behalf of the staff here at St John's it gives me great pleasure to welcome you and your child to this school; we look forward to forming a positive partnership with you and your family. As a church school, we hold Christian values at the heart of everything we do. These are;

Friendship, perseverance, courage, love, respect, generosity, creativity and community.

Teachers, governors and parents/carers all work together in partnership with one common aim: to do the best we can do for our children. We strive to create an environment where pupils are securely challenged, supported and feel confident. Each child is valued equally and we believe that each child should be motivated to reach his or her potential, in order to take their place as a good citizen within the community.

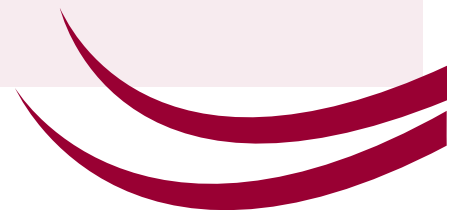
St John's has a tradition of achieving high standards delivered in an outstanding Christian ethos, where hard work and determination is celebrated and rewarded.

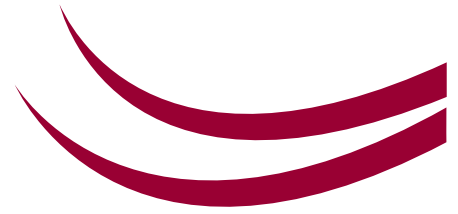
Please take time to read this prospectus and the accompany Curriculum Rationale, if, after reading this prospectus, you still have any queries please do not hesitate to phone or email the office.

We look forward to a long and happy partnership.

Mrs A Stephens

Headteacher





Message from the Chair of Governors

Dear Parents/Carers,

On behalf of the Governing Body, I welcome you to our Church School; St John the Baptist VA Primary School. As a Voluntary Aided School, the majority of our Governing Body is made up of Foundation Governors who are appointed by the Church and have a duty to maintain the religious ethos of the school.

There are currently 13 members on the Governing Body, who as well as Foundation Governors, include Parent Governor, LEA Governor, Minor Authority Governor, Staff Governor and Teacher Governor.

The Governing Body as a whole is responsible for the conduct of the school and promoting high standards of educational achievement. Its role is to;

- Provide a strategic view, by establishing a vision
- Monitor and evaluate the work of the school
- Challenge and support the head teacher in her day-to-day management of the school
- Ensure the school has effective policies as well as overseeing the school budgets and staffing

The Governing Body meets at least once every half term to fulfil its role as well as meeting more often in sub-committee groups. The Governors also prepare and distribute an Annual report to the parents/carers.

We are very proud of our School and its achievements and are committed to ensuring that every child achieves their full potential by learning and working together in a warm, happy and safe environment. We look forward to welcoming you and your child into our school life.

Helen Dalrymple

Chair of Governors

Governing Body



Governing Body

Headteacher	Mrs Anna Stephens
Parent Governor	Mrs Susan Pemberton (Vice chair of Governors)
LEA Governor	Vacancy
Foundation Governor	Mrs Helen Dalrymple (Chair of Governors)
Foundation Governor	Mr Steve Wallace
Foundation Governor	Mrs Ann Bronnert
Foundation Governor	Mrs Jenny Roberts
Foundation Governor	Rev. Simon Piercy
Foundation Governor	Mrs Anna Millington
Foundation Governor	Mrs Pamela Wallace
Foundation Governor—Ex-officio	Father Paul Wheeler
Minor Authority Governor	Mr Andy Sloan
Teacher Governor	Mrs Emily Tiryaki
Staff Governor	Mr Sam Gocher
Clerk to the Governing Body	Ms Debbie Graham

Address:

Chester Road

Penymynydd

Flintshire

CH4 0EN

Tel: 01244 550838

Email:

jbmail@hwbcymru.net

Website:

stjohnsflintshire.org

Twitter: #YsgolSantloan

Classification of school:

Voluntary Aided Co-educational
Primary School

Language of the School:

All learning is through the medium of English. Welsh is taught as a second language.

Church Affiliation:

The school is a Church in Wales Voluntary Aided School within the Diocese of St Asaph and links with St John the

Baptist Church, Penymynydd.

Chair of Governors:

Mrs Helen Dalrymple

cog.stjohns@gmail.com



About Our School

St John's has provided education for the children of Penymynydd and the surrounding area since when the original school opened. Over subsequent years, the school has witnessed many changes reflecting the education of the times and we now have a school that successfully meets the challenges of the current education climate, providing quality education for all our children.

The school is situated on the edge of Penymynydd village behind St John the Baptist Church, with views over the Welsh Mountain. Many people move to Penymynydd and its surrounding areas because it has easy access to main roads leading to Airbus, Chester Business Park and is within a twenty minute drive to the historic town of Chester.

In 1999 a major re-modelling project saw the refurbishing of the school, creating four classrooms, an additional two class bases, offices and school hall. In 2020 a lift was installed, ensuring equal access for all children.





Over the years, the external environment has been developed to provide additional seating and play areas. There is a small area for the use of the youngest children when they start school. The governing body of St John's have plans to further develop the outside environment over the forthcoming year.





Christian Values and the Four Core Purposes

We have listened to our learners, parents, staff, governors and our local community. Collectively, we have chosen eight Christian Values and linked each value to the Four Core Purposes and their associated learning and social behaviours.

Core Purposes	Christian Values	To work towards our vision, we will...
<p>Ambitious, capable learners</p>  <p>Ambitious Alex</p>	<p>Perseverance</p> <p>Courage</p>	<p>Be committed to keep going and not giving up.</p> <p>Overcome fear and face a challenge.</p>
<p>Ethical, informed citizens</p>  <p>Ethical Ezra</p>	<p>Community</p> <p>Respect</p>	<p>Be stronger together.</p> <p>Care for our environment and everyone will be valued.</p>
<p>Healthy, confident individuals</p>  <p>Healthy Haven</p>	<p>Love</p> <p>Friendship</p>	<p>Grow and learn together because we know that God loves us.</p> <p>Share hopes and dreams, include others.</p>
<p>Enterprising, creative contributors</p>  <p>Creative Charlie</p>	<p>Creativity</p> <p>Generosity</p>	<p>Be inquisitive, explore our wonderful world and utilise our talents.</p> <p>Take care of God's creation for future generations.</p>

Our Christian Ethos group, made up of volunteers of children and lead by Mrs Tiryaki, regularly meet to ensure that our values positively impact upon the lives of our children.



Aims of St John's School

We aim to:

Create a stimulating environment, which encourages enthusiasm for lifelong learning and promotes an expectation of high standards.

Provide a broad and balanced curriculum which challenges and develops the potential of each child, so that they may become lifelong learners.

Develop a successful partnership between home, school, the Church and the wider community.

Create an enjoyable, safe and nurturing atmosphere that allows all individuals to develop spiritually, morally, socially in order to become good citizens of our World.

Encourage caring, sensitive and inclusive attitudes where individuals feel confident, secure, valued and respected by others.

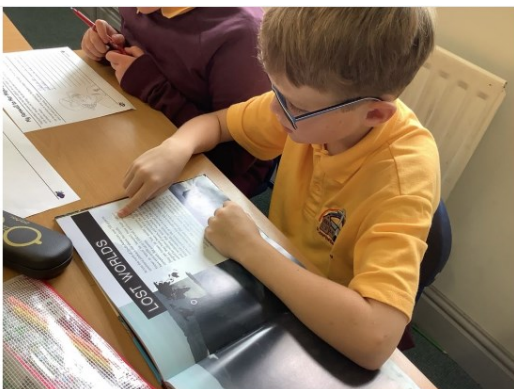


St John’s School has two year groups in each class, from nursery to year six. Each class has a teacher with responsibility for the care and guidance of that class. Teachers are well supported by classroom assistants who support learning effectively and make a valuable contribution to the caring ethos of the school.

Teachers throughout the school work together to plan learning activities in termly topics, which will interest children and stimulate learning opportunities. Creative, practical and enjoyable learning experiences feed into the development of key skills. Please read our **Curriculum Rationale** for further information.

The school has a long tradition of good practice within the early years. We share this good practice with other schools. Children make good progress as they journey through the school. All teachers identify skills in literacy, numeracy and digital technologies, which will enable children to develop the skills appropriate to their age group and ability.

Children have opportunities to follow their interest through questioning and exploring in all areas of learning experiences. Children are taught to evaluate their work and that of their friends as they work towards improving their work and meeting their own personal targets.





The Curriculum for Wales

The school curriculum in Wales has changed, so from September 2022, all primary schools in Wales are delivering the Curriculum for Wales. This new curriculum prepares young people to thrive in a future where digital skills, adaptability, creativity and knowledge are crucial.

We want our children to enjoy learning and develop in skills, knowledge and emotional resilience. They should be confident ethical individuals who play an active role in their community and society. We want our learners to develop positive attitudes to the work they do at school. We also recognise the importance of having a curriculum that takes into account the needs of our children at different ages and abilities. Please read our Curriculum Rationale, which accompanies this document.

The teaching staff at our school strive to create authentic learning situations which are both motivating and interesting in themselves. We are conscious that the fundamental skills of reading, writing and mathematics must also be discretely taught.



A mixture of whole class teaching, group and individual work takes place throughout each day. The wide range of abilities amongst our learners means that teaching methods must be varied, providing opportunities for the able child to progress at a rate suited to his/her ability whilst enabling individuals with additional learning needs to master their difficulties and gain confidence.

Curriculum for Wales

The new Areas of Learning Experiences are:

In **Expressive Arts**, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.

Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.

In **Humanities** they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.

In **Languages, Literacy and Communication**, your child will learn about languages. They'll understand and use Welsh, English and other languages. They'll study and create literature, and communicate in spoken, written or visual ways. This could include poetry, drama and film.

In **Mathematics and Numeracy**, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.

In **Science and Technology** your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.

Use of the Welsh Language

Welsh is taught as a second language and the children are made aware that Wales has its own distinct language, culture and heritage. We seek to promote Welsh as a language which is naturally heard within the school by using it in everyday situations throughout the day; in greetings, in prayers, in commands and praise. Children are encouraged and praised for initiating conversations in Welsh. Bilingualism underpins the structured lessons taught within each classroom, we use schemes such as Fflic a Fflac and Pod Antur in-line with our termly topics.

To promote our cultural heritage the school also actively encourages in traditional cultural festivals, especially on and around St David's Day.

St David's Day Eisteddfod

This is whole school event. The children undertake individual and group expressive art performances in the morning. In the afternoon we host an exhibition of the children's work that has been completed as homework for the cookery, arts, craft and technology competitions. Parents are welcomed to the school hall to view all competition entries.



Links with St John's Church and the Diocese of St. Asaph

Our school is a lively Christian school. As we are a Voluntary Aided school, we enjoy very close links with both St John the Baptist Church and the Diocese of St Asaph.

Religion, Values and Ethics

Religion, Values and Ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners across Wales from ages 3 to 16. RVE is a sub-section of the Humanities area for learning. Throughout their time at St John's our learners will cover the following areas of the RVE curriculum:

- ◇ Identity and belonging
- ◇ Relationships and responsibility
- ◇ Values and ethics
- ◇ Journey of life
- ◇ Search for meaning and purpose
- ◇ Authority and influence
- ◇ Natural world and living things.

Religion, values and ethics provides valuable opportunities for children to develop their knowledge and understanding of Christianity and the other principal religions represented in Wales. These experiences help them to consider spiritual and ethical dimensions to life. Religious lessons are enhanced by educational visits to St John's church and to St Asaph Cathedral.

Collective Worship

Children join in an act of collective act of worship every day. These times provide opportunities for worship, prayer and quiet reflection. During these times, we seek to develop the children's understanding of Christian values, such as friendship, creativity, courage, love and faith. Acts of worship follow over-arching termly values and are led by staff and pupils. The school has close links with St John's Church and we celebrate the church calendar and visit St John's Church for services at Harvest, Christmas, Easter and at the end of the school year. Parents, carers and the school community are always welcome to these services.

Homework

A topic based homework grid is set for each topic throughout the year. This is set using the Seesaw platform from reception through to year 4 and Google classroom for years 5 to 6. High frequency words or spellings, reading and times table are also encouraged to be practised throughout the week.

Equalities and Disability

St John's is fully committed to the principal and promotion for all to strive to eliminate discrimination of any kind. St John's will work towards ensuring that the curriculum, extra-curricular activities, organisation and management of the school shall be such that no individual within the school community will be denied opportunities or receive less favourable treatment on the grounds of sex, race, colour, nationality, religion, ethnic origin or disability. We aim to follow best practice laid out in the Disability Act 2010 and the Special Needs Code of Practice.

Relationships and Sexuality Education (RSE)

The school's programme of relationships and sexuality education, as agreed by the Governing Body, has been designed in line with the mandatory Relationships and Sexual Education (RSE) Code. We ensure that all sessions are appropriate to the pupil's age and experience and will be presented within a moral, family-orientated, diverse context. At St John's, teachers follow the scheme of work designed by Flintshire Healthy Schools to deliver age appropriate aspects of personal and social development. Teachers supplement this scheme with the Jigsaw PSHE programme which includes sessions on appropriate touch, the correct terms for body parts and eventually puberty.

Pupils in year 6 also have a series of lessons on conception and pregnancy. We will always let parents know when these year 6 lessons will take place. Parents may view the policy and discuss the teaching materials used prior to those sessions.



Complaints Policy

If you have concerns about your child, then please speak to your child's class teacher in the first instance. Staff will react quickly to resolve situations in school which may be causing your child anxiety. We want to know, so please share your concern with us.

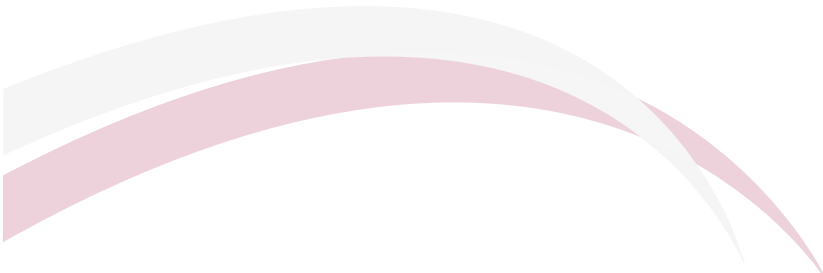
If you have concerns about any aspect of your child's education or the curriculum, please arrange to see the Headteacher as most queries can be resolved easily at this point. After a first discussion, we will always ask you to come back to us if you feel the matter is not resolved. If after meeting with the headteacher, you still have concerns, please contact the Chair of Governors who will investigate your complaint. If you still feel dissatisfied with the outcome of the Chair of Governor's investigation, you may take your complaint to the Director of Life-long Learning at the Diocese of St Asaph.

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Additional Learning Needs *(more information on the new ALN code of Practice can be found on our school website).*

Our ALN Co-ordinator (ALNCo) is Mrs Barnes, she is supported by both our designated ALN governor, Mrs Pam Wallace and Mrs Stephens. At St John's Primary School we endeavour to provide the best educational opportunities for each child in our school. We have a 'can' do learning culture which enables all children to reach their maximum potential. ALN stands for Additional Learning Needs. As a school we recognise that all pupils come to school at different stages and with different needs. Our intention is to fully meet the needs of each individual.



Parents as Partners

At St John's we recognise the importance of working in partnership with parents for the benefit of all our pupils. Strong communication is vital to ensure maximum involvement, so all can understand the co-operative and collaborative support this partnership brings. We aim to work in partnership with you for the benefit of the children and welcome you as parents into school whenever possible. Looking at your child's work on Seesaw/ Google classroom and providing constructive/positive praise.

- Attending our parents' meetings.
- Looking at your child's work when you come into school, via Seesaw or google classroom.
- Watching out for displays of work in the classrooms and corridors.
- Letting us know if you or your child has a worry or problem about the school.
- Coming and helping in school, we are always looking for extra adult help.
- Supporting the Home School Association.
- Access relevant and recent information on the school's website.

Parents are sent a Home/School Agreement which states the basic expectations from us as a school and from you as parents. This is in line with the requirements set out by the Government.

The school has a Homework Policy and depending on the age of your child the amount and type of homework will vary i.e. reading, spellings, literacy or numeracy. This again is in line with Government requirements.

We all know how difficult it often is to make decisions regarding the education of children. The staff and governors are here to answer any questions you may have, please do not hesitate to ask. You are also welcome to come into school to discuss any matters related to the education of your child or issues relating to school policy with the Headteacher or staff. If possible please arrange a convenient time with the school secretary.

Home School Association

The Home School Association (H.S.A.) is a committee of parents and teachers and army of willing volunteers. They organise a range of social and fundraising events throughout the year, such as the Christmas fayre, Social Nights, Film nights and Cake Sales. The H.S.A. make a considerable contribution to everyday life at our school; buying vital equipment to enhance our pupils' learning, they also contribute financially towards the cost of the annual pantomime for Key stage 2 pupils, a Christmas entertainer for the foundation phase and towards the end of year leavers' event.

Our Chairs, Mrs Billington-Dykes and Mr Shone-Jones, can be contacted via the school or the H.S.A. Facebook page. More information about the committee members and fundraising events can be found on our school website. The H.S.A. meet on average once a half-term. Everyone is made to feel welcome.



Visitors to our school

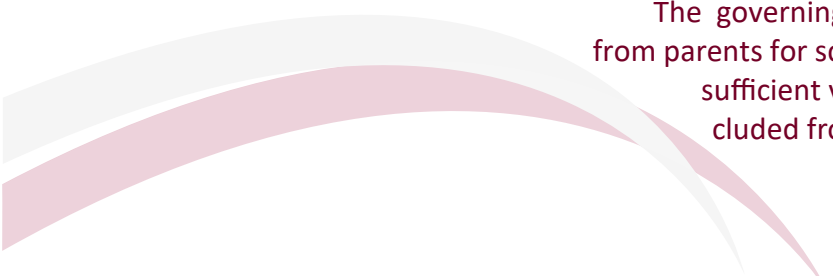
The pupils are very welcoming and enjoy their work with others in our community. We have welcomed a number of other agencies into the school as well as visitors from the Church in Wales. Our visitors bring another dimension to the learning that takes place, allowing the children to see and speak to members of the community in those roles.

Child Protection and Safeguarding

The Department for Education and Welsh Government guidance makes it clear that schools and colleges have a very important role to play in the protection of children against any form of abuse. This is confirmed by the policy of Flintshire Local Authority, which sets out the necessary procedures to be followed by all members of staff. Therefore all school staff at St John's School have a duty to refer concerns about the well being of pupils to Flintshire Social Services department for further advice. Parents will be informed of the school's intention to refer issues to outside agencies wherever possible.

For the safety and general wellbeing of all pupils, your child will only be released to an adult, other than their parent, when we have been informed in school. The designated members of staff responsible for child protection within the school are **Mrs A Stephens, Mrs E Tiryaki** and our Child Protection Governor is **Mrs A Millington**.

Charging Policy



The governing body has agreed to request voluntary contributions from parents for school activities, which can only be provided if there is sufficient voluntary funding. We will ensure that no pupil is excluded from any activity by reason of inability or unwillingness to make a voluntary contribution.

School Security

The Governing Body and the headteacher take all security measures possible to ensure our children are taught in a safe environment. All school doors are kept locked during the school day. The gates are also electronically locked once the children are in and a CCTV camera overlooks the school gate. There is an intercom system on our main gate and the gate will be released once school staff have identified our visitors. Visitors are admitted through the main reception by a member of staff and must electronically sign in on arrival. If parents need to collect children during the school day, they should remain at the school gate and our staff will sign them out and sign them back in on their return.

Our younger children can be accompanied to the door each morning.

Parking can be difficult so please try to walk to school whenever you can. Please observe the parking regulations and do not double park.

School Uniform

Here at St John's we are very proud of our school and this starts with a feeling of unity and belonging that comes from wearing our school uniform.



Our school colours are burgundy, gold and grey and our uniform consists of:

- Burgundy sweatshirt or cardigan bearing the school logo.
- Gold polo shirt
- Grey trousers, shorts, skirts or pinafore.
- Lemon gingham summer dresses.
- Black or dark coloured shoes (not trainers).
- White, black or sensibly fastened sandals may be worn with socks during the summer months.

Trainers and high heeled shoes are not appropriate for school and should not be worn.

PE Kit All children should wear their PE kits to school each Friday. All PE lessons will take place outside.

- Plain white t-shirt, black shorts/jogging bottoms, plain black hooded top and outdoor trainers.

Jewellery and Hair

One pair of stud earrings and a watch may be worn for school.

All jewellery should be removed for PE lessons and where risk assessments may require it.

School uniform can be purchased at

Forrester Sports Shop in Mold.

www.monkhouse.com

Telephone: **01352 756636**

Behaviour at St. John's

We pride ourselves on good behaviour at St. John's. It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules which have been collaboratively written by our school council and underpin the Christian values of St John's:

Always try your best.

Treat everyone in our school with respect.

Be courageous and believe in yourself.

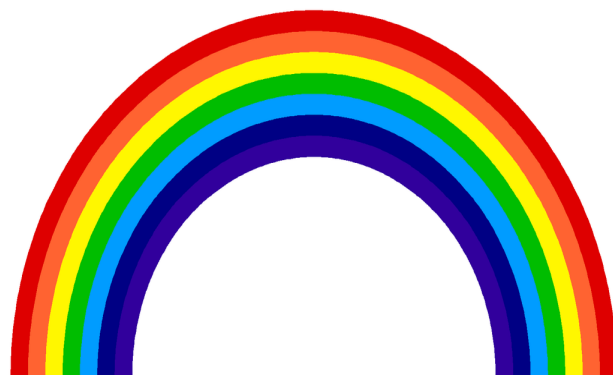
Be honest and always tell the truth.

Be kind and helpful to each other.

Always make good choices.

Wear the correct uniform and always look smart.

Be proud to represent St John's.



Pupils are encouraged to display these positive behaviours linked to the school rules. The primary aim of our rules and our behaviour policy is to promote good relationships, so that people can work together with the common purpose of helping everyone to learn. The school expects every member of the school community to behave in a considerate way towards others. We are committed to keeping our children safe and to prevent bullying in our school. Please keep us informed if your child expresses concern about another child or appears unhappy at school. We prefer to know about the little things, so that we can prevent any situations escalating.

Pupil Voice

St John's School recognises the importance of pupil voice and their involvement in the decision-making process and development of the school. We have a variety of elected groups including:

- School Council
- Eco Council
- Digital Leaders
- Criw Cymraeg

We pride ourselves that all our year 5 and 6 pupils have a role on one of the above committees. The groups hold regular meetings with staff and discuss issues relating to curriculum, behaviour and policy making. The School Council attends Governing Body Curriculum meetings, where they can put forward their views, observations and suggestions.

BEFORE AND AFTER SCHOOL CARE

LITTLE DISCIPLES OUT OF HOURS CLUB



From September 2023 we will be launching our Nursery Plus & Wrap around care service.

Please email littledisciples2015@outlook.com for further information!



Little Disciples Out of School Club operates a successful breakfast club, afterschool club and holiday club. The club is managed by Mr Gocher and open to all children from reception to year 6. Little Disciples is run to help parents who work and require extra childcare. We don't expect parents to always know what their work pattern will be, so we can accommodate shift work and also parents who may need the club for occasional use. Our club is based in the school hall and also has access to the outdoor area and classrooms.

If you feel that you would like more information for the Little Disciples Out of Hours Club, then please email the club on littledisciples2015@outlook.com

At Little Disciples Out of Hours Club we always have 2 members of staff on duty and we always adhere to the 1:8 adult to child ratio. All staff hold a valid DBS certificate and they are experienced and qualified to work with children. We also ensure that a First Aider is always on site. To promote the highest of standards and care, the club is registered with the Care Inspectorate Wales (CIW) and operates within the guidelines laid out by them, regarding qualifications in childcare.

In our last inspection which was held in January 2020 CIW rated us 'Excellent' in Wellbeing & in Care and Development, they also rated us 'Good' in Environment and Leadership.

Breakfast Club

Mr Gocher also manages our breakfast club which currently runs from 7.50am each morning, at a cost of £3.50 per day. Here, children are offered a variety of play activities both within the security of our school hall.

Club Manager (Person in Charge)	Mr Sam Gocher
Deputy Manager (Person in Charge)	Mrs Eleanor Eccles
Breakfast Club	Mrs Lydia Clarkson
Assistants	Mrs Kara Lyon Mrs Sian Williams (Cook)
After School Club Playworkers	Mrs Kathy Humphreys Miss Ruby Humphreys Mrs Denise Hodson

We are also proud to provide the Free Breakfast Club initiative which is funded by the Welsh Government, we open our free breakfast club from 8.20am and this runs until the start of school. Children will need to arrive by 8.30am to ensure there is time for your child to have their breakfast.

Details of both clubs are available from the school and further information can be found on our website.

Please email littledisciples2015@outlook.com for more information.

School Visits

Children enjoy visiting places and learn much from first hand experiences. We strive to deliver a programme of educational visits linked to different areas of the curriculum. As school trips are part of the curriculum, we may request a voluntary contribution. Parents experiencing difficulty in meeting costs are always welcome to approach the Headteacher; if you are in receipt of Income Support you may be entitled to financial assistance. Our Y5 and Y6 residential visit to Cardiff offers excellent opportunities for studies of areas of contrast and promote our cultural heritage.



Sports Activities



Our school has a large pitch (situated off from our car park) and a hard playing court. There is a range of sports activities undertaken during the year where children represent the school. These include swimming, netball, football, tennis and cricket.

Any child taking part represents the school and this is recognised as a privilege equal to academic and artistic achievement. It also fosters team spirit and the development of skills. We aim to give children of all abilities the opportunity to participate in competitive events.

In Physical Education children are expected to wear shorts, t-shirt and gym shoes (not heavy trainers).

Children's Health

If your child is ill in school we will phone you. We have trained first aiders to deal with minor injuries. If we are worried about a child who has fallen, we will phone you to inform you or to ask you to collect your child. With minor falls the teacher will inform you at the end of the day.

Please keep us informed about any medical information about your child, e.g. allergies, disabilities and also any illnesses, which may affect your child's work or behaviour in school. With some illnesses it is recommended that children are kept away from school for a minimum number of days, even if they feel better. It is very important to keep children at home for the required time. If a learner tests positive for Covid, please follow the latest national guidance, which can be found following the link below:

<https://gov.wales/schools-coronavirus-0>

Chicken pox	4 days from appearance of rash
German Measles	5 days from appearance of rash
Measles	5 days from appearance of rash
Mumps	5 days from appearance of swelling
Diarrhoea and vomiting	48 hours after last episode

Medicines

School staff will administer medicines in chronic conditions, when a health plan should be agreed with the Head Teacher and kept up-to-date by parents.

In accordance with our Health Care Policy the school cannot administer any medicines that are not prescribed by a doctor (or equivalent) for individual pupils. Parents are welcome to come into school to administer medicines. When this is not possible, the head or nominated staff member will administer the prescribed medicine and will record the doses administered in a log.

In the case of antibiotics, parents are responsible for making sure the antibiotics are collected and returned to school (we keep them in the fridge in the staff room). We would also encourage parents to check the medicine log just in case a dose has been missed.

Staff are trained to supervise children using inhalers and in the use of epi pens.

Medical Appointments

Please let us know if you need to collect your child from school for a medical appointment. Pupils may be collected directly from the main school gate. All children collected during the school day will be signed out at the office and a note/an email should be sent to school to explain the absence.

School Structure

Headteacher	Mrs Anna Stephens
Assistant Headteacher	Mrs Emily Tiryaki
Nursery and Reception	Mrs Elisabeth Betts (teacher) Mrs Janice Hughes (NNEB) Mrs Lisa Arrowsmith (TA) Miss Hannah Grindley/ Mrs Debbie Nelson (1:1 TA)
Years 1 and 2	Mrs Laura Barnes (teacher)/Miss Ceri Jones (teacher) Mr Sam Gocher (TA) Mrs Kara Lyon (1:1 TA)
Years 3 and 4	Mrs Gaye Griffith (teacher)/Mrs Anna Stephens (teacher) Mrs Lydia Clarkson (1:1 TA) Mrs Eleanor Eccles (1:1 TA)
Years 5 and 6	Mrs Emily Tiryaki (teacher) Mrs Janet Davies (TA & Catch Up) Miss Chelsea Jones (1:1 TA) Mrs Sonia Sprake (1:1 TA)
School Administrator	Ms Debbie Graham
Cook	Miss Demi Jones
Midday Supervisors	Mrs Margaret Dorricott Mrs Kathy Humphreys
Caretaker	Mr Garry Jackson
Cleaners	Miss Abigail Dunlop



School Dinners

Our tasty school dinners follow the menus designed and provided by Newydd Catering Company. Miss Jones serves the food in our dining hall.

We request that dinner money is promptly paid each week via School Gateway, an online payment system (see our website for further information). School dinners are £2.50 per child per day for all children. From September 2022, all children in reception are eligible for universal free school meals and this will then be rolled out to other year groups throughout the academic year. There is an expectation that year 1 and year 2 will receive universal free school meals by summer 2023. During this academic year, Newydd plan to replace all the hall dining tables and chairs.

Breaktime Snacks

Foundation Phase children are provided with a daily healthy snack costing £15 per term. KS2 pupils are encouraged to bring in a healthy snack from home. They may also bring a named bottle of water to use during the school day as and when required.

Attendance

St. John the Baptist VA School is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour. Our Attendance Policy is on the school website should you require any further information.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as **unauthorised absence** and **authorised absence**.

The schools Head Teacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Head Teacher.
- Agreed Flexi schooling.
- Legitimate Dual Registration.

Absences will remain unauthorised for the following reasons (Not Comprehensive):

- Truancy.
- Late after the close of registration.
- Staying at home for no legitimate reason – condoned absence.
- Shopping for school uniform.
- Birthdays.

What can parents do to help?

- Let the school know as soon as possible why your child is absent.
- Try to make appointments out of school time.
- Do not allow your child to have time off school unless it is really necessary.
- If you have arranged for someone other than yourself to collect you child, please communicate this information to either your child’s class teacher or at the school office.
- Take holidays during school holiday dates and avoid term time holidays.

School attendance figures for 2021—2022

Attendance	Authorised	Unauthorised
93.02%	6.97%	0.01%

Holidays and Leave of Absence Requests

All applications for holidays in term-time will be considered on an individual basis as parents do not have an automatic right to withdraw their child from schools for holidays.

All holidays taken during term are classed as absences. We will 'authorise' up to 10 days holiday in a school year. Absences for holidays over and above this will be classed as 'unauthorised' absences in the children's attendance record, unless the Head teacher decides to authorise the absence.

With regard to future family holidays the governing body would ask parents to consider the effect this may have on your child's development and to try taking them during school holidays.

Punctuality

Parents are kindly requested to make every effort to ensure that their child is in school by the school start time of 8.55am. Late arrival in school is very disruptive with regards to taking and closing registers and morning assembly.

The School doors are open for all children from 8.45am every morning so that they may enter the school safely. Parents are not encouraged to accompany their child into school. The school bell goes at 8.55am and the main gate will remain open until 9.00 am.

The school records poor punctuality and attendance. The LA now monitors the schools attendance and punctuality records and will investigate any issues of poor attendance or punctuality which are expressed by the school. More than 10 late marks per term, may lead to a fixed penalty notice being issued. Please see Attendance Policy on the school website for more information.

End of Day Collection Arrangements

Parents and carers are asked to meet their children from the school playground. It is the school's policy that children must be collected by an adult from nursery through to year 4. Nursery children are led out by two members of staff and handed over to adults from the school gate. Teachers release the pupils when they see the responsible adult. Children in years 5 and 6 may walk home, if the teachers have been notified of this, in writing/ email by their parents/carers.

Children who are registered for Little Disciples Out of Hours Club are dismissed first and make their way to the hall. Staff from the Little Disciples Club will collect pupils in the foundation phase from their classrooms and take the children to where the Club is being held.

If children are attending an after school club run by the school, the children are dismissed from the main entrance. An outside light has been installed for the darker winter months. A member of staff supports any outside agency practitioners when handing pupils over to their parents/carers.

Class teachers will inform any supply cover teachers/PPA teachers of children's arrangements to avoid any confusion at the end of the day.

No child will be allowed to leave unaccompanied without a permission letter. Should a child say they are allowed to go home without written confirmation, then we will make every effort to contact the parent/carer.

Where this is not possible, then the school may have to call the police/social care as a last resort, if the child remains uncollected. It is the duty of parents to ensure that the school has the most up-to-date contact phone numbers.

Children in Key Stage 2 are not permitted to collect and take home foundation phase siblings without parental supervision.

The school is not obliged to agree to a child walking home unaccompanied by a parent/carer/known adult if we feel it is not in the child's best interests. In such an instance the class teacher will discuss this with the child's parent/carer.

School Routines

Mornings

Nursery:	8-55am – 11-40am
Foundation phase:	8-55am – 12-00 midday
Juniors:	8-55am – 12-10pm

Afternoons

Foundation Phase & Juniors: 1-00pm – 3-15pm

Summary of school sessions:

The hours spent teaching during the normal school week, including religious education, but excluding the statutory daily act of worship, registration and breaks are as follows:

Early years and infants (5- 7yrs)	21 hours 15 mins
Juniors	23 hours 45 mins



2022—2023 Term Dates

Autumn Term starts	Thursday 1 September 2022	INSET DAYS Thursday 1 September Friday 2 September
Half term	Monday 31 October - Friday 4 November	INSET DAYS Friday 28 October Monday 7 November
Autumn Term ends	Friday 23 December	INSET DAY Friday 23 December
Christmas Holidays	Monday 26 December - Friday 6 January	
Spring term starts	Monday 9 January 2023	
Half term	Monday 20 February - Friday 24 February	
Spring term ends	Friday 31 March	
Easter Holidays	Monday 3 April - Friday 14 April	
Summer term starts	Monday 17 April	
Half term	Monday 29 May - Friday 2 June	
Summer term ends	Friday 20 July	INSET DAY Thursday 20 July

Admissions

As a Church in Wales Voluntary Aided School, the Governing Body of the School is responsible for the admission of pupils. The timescale of the Local Authority admission timetable is followed for the handing out, consideration period and return of nursery and reception applications.

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number. The pupil Admission Number for our school is 15.

Admission to St John's School

All applicants will be admitted to the school unless the number of applications exceeds 15. In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs or an Individual Development Plan will be admitted before the application of oversubscription criteria.

Oversubscription Criteria

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of Borderlands Mission Area and for whom this is the nearest suitable Church in Wales school to their home address and who live within X miles of this school. Distance will be measured as detailed in "Tie Breaker" section. (see "Definitions" section of the policy)
- d) Pupils whose parents (see "Definitions" section of the policy) attend St John's Church in the Borderlands Mission Area.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

We ask that all applications to nursery, reception or mid-year transfers are applied on the Flintshire Admissions Portal which can be found following the link below:

www.flintshire.gov.uk/schools/schooladmissions

If you are interested in considering a place for your child at St John the Baptist VA School, please telephone to arrange a meeting with the Headteacher and to come and see for yourself the facilities that the school offers. Please do not hesitate to contact the school should you have any admission enquiries.



Starting School

Nursery Class

At St John the Baptist VA School we want our children to experience a smooth transition from one setting to the next. We work closely with a range of feeder pre-schools to get to know the children who will be starting at our school. In particular, our close links with Stepping Stones Day Nursery mean that your child will have the best possible start to life at St John's.

A parents' information session is held during the Summer term by the Headteacher and the Foundation Phase staff. You will have the opportunity to look around the department and ask any question you may have. Your child will be offered a "play date" afternoon to further assist their transition into school. They will have the opportunity to meet their classmates, teacher, teaching assistants and gain an awareness of their learning environment.

You will receive a Starter Pack with lots of details about September and Class 1. Mrs Betts and Mrs Hughes will also visit your child at pre-school.

Our headteacher, Mrs Stephens, is available for school tours during the year, so please telephone and make an appointment should you wish to look round.

Starting Reception Class

Traditionally, all nursery pupils who have been accepted into the nursery class are also accepted into the reception class. However, nursery children do not have an automatic right to move into full time education at St John's. All reception places have to be applied for through the normal admission round.

We always try to ensure that our Reception pupils have the best possible start to life at St John's. If they have attended our nursery group, then they will already be familiar with school routines. During the summer term prior to starting, nursery children start attending whole-school assemblies, stay for a school dinner, play with the older children on the playground, take part in sports day and are paired up with a buddy from the top juniors.

A parents' information session is held during the Summer term by the Headteacher and the Foundation Phase staff. You will have the opportunity to look around the department and ask any question you may have. Reception children will be eased into full time education over the first three weeks of the Autumn term. This allows them the time to confidently gain experience of life at St John's, staying for lunch, whilst within a small group.



Home School Agreement

“Working together to achieve our best in a caring Christian school.”

The school will;

- Care for your child and ensure his/her safety and happiness.
- Endeavour to create an environment where all children can grow physically, mentally, socially and spiritually.
- Provide a balanced curriculum, which is suited to your child’s individual needs.
- Achieve high standards of work and behaviour through the building of good relationships and developing a sense of responsibility.
- Keep you informed about the work of the school.
- Provide at least one full written report and one progress report evening per year.
- Be open and welcoming and offer opportunities for parents/guardians to become involved in the life of the school.
- Provide homework on a regular basis appropriate to age and ability.

Parents/Guardians

- I/We will do our utmost to;
- Ensure that my/our child comes to school regularly, punctually and properly equipped to undertake all his/her work.
- Inform the school promptly about any reason for absence.
- Make the school aware of any concerns or problems, which might affect his/her work or behaviour.
- Support the school in its aim to be a happy, hardworking and courteous community.
- Attend relevant parents’ evenings.
- Support the school policies and guidelines for behaviour.
- Support my child in the completion of homework and revision.
- Appreciate the fact that the school is a Church Aided School with the ethos explicitly linked to the Church in Wales and to support these values wherever and whenever possible.

Pupils

- I will do my best to;
- Come to school every day and on time.
- Bring the things I need every day and look after them properly.
- Do all my classwork and homework as best I can.
- Be courteous, helpful and well behaved at all times.
- Treat all pupils and adults with respect.
- Be a proud member of Saint John the Baptist School and help to look after it.
- To uphold the Christian values of the school.