

## SCHOOL DAY

The school day starts at 8.55 a.m.— pupils can arrive from 8.30 a.m.

Morning breaktime is 10.30 - 10.50 a.m.

Lunchtime is 12.20 - 1.20 p.m.

Afternoon breaktime is 2.20—2.35 p.m.

The school day ends at 3.35 p.m. (Mon - Thurs)

On Friday school finishes at 2.55 p.m.

All of the training days at St John's are on a Friday

At Christmas, Easter and Summer, school closes at 12.30 p.m. on the last day of term.

## MEDICAL MATTERS

If parents have any concerns they can phone the school nurse between 9.00 a.m. and 3.30 p.m. (Monday and Wednesday) 3.30 p.m. - 7.30 p.m. (Thursday) and 9.00 a.m. - 1.00 p.m. (Friday)

Any medication prescribed by your family G.P. should be handed directly to the school nurse in the original packaging with clear written instructions of when to use. A form will need to be completed by parents which can be obtained from the nurse or the school office.

## SCHOOL OFFICE HOURS

**Monday - Thursday - 8.30 a.m. - 4.00 p.m.**

**Friday - 8.30 a.m. - 3.00 p.m.**

If your child is unwell and will not be coming to school, please phone the school office to inform us or email [admin@stjohns.org.uk](mailto:admin@stjohns.org.uk)

Out of school office hours, please leave a message on the answermachine.

## USEFUL TELEPHONE NUMBERS

**School Office - Tel : 01937 842144**

Email : [mandy.dowson@stjohns.org.uk](mailto:mandy.dowson@stjohns.org.uk)  
(Office Manager)

[jackie.peacock@stjohns.org.uk](mailto:jackie.peacock@stjohns.org.uk)  
(Administrative Assistant)

[Admin@stjohns.org.uk](mailto:Admin@stjohns.org.uk)

Please don't hesitate to contact the school if you have any questions or concerns.



**St John's**  
Catholic Specialist School



## Pupil & Parent Information



Welcome to St John's School. We hope your time with us will be full of happy memories.

This guide aims to answer many of the questions new pupils and parents ask.

If you have any more questions just give us a call here at school.

## MISSION STATEMENT

St John's Catholic School: working together to communicate, learn, enjoy and achieve.

- ♦ a community where values reflect the ideals of the life and teachings of Christ
- ♦ an environment where every voice is heard and celebrated
- ♦ an outstanding school, open to change and future challenges

## OUR GOLDEN RULES

- ♦ Show respect to all people, places and property
- ♦ Listen to staff and follow instructions straight away
- ♦ Try hard to achieve with class work and homework
- ♦ Bring the right equipment for listening and learning
- ♦ Help each other to be happy, healthy and safe
- ♦ Take pride in our school and pride in ourselves

## SCHOOL UNIFORM

The school uniform is :

School poloshirt and sweatshirt  
(these can be ordered via the school office)

Plain navy, black or grey trousers/skirt/joggers

Flat black shoes (no trainers)

Pupils can if they prefer wear jogging bottoms or shorts as part of the school uniform. These must be plain black, grey or dark blue. Please note jogging bottoms/shorts with sports company logos or stripes are not allowed (they must be plain)

## PE KIT

Light blue poloshirt  
Navy blue shorts  
Trainers

On the day that your child has a PE lesson, they can come to school in their PE kit and stay in their kit all day.

**Please make sure ALL children's clothing is clearly labelled as it makes it easier to find the right owner if clothes are found around school.**

## EQUIPMENT YOUR CHILD NEEDS

School supply basic equipment for your child including, pens, pencils, rulers, rubbers, file paper and calculators.

## SCHOOL MEALS

Children can have a lunch provided by school or they may prefer to bring their own packed lunch. Please let the school office know if your child would like a school lunch. Lunches are £11.00 per week and payment can be made via the online payment system 'School Money'.

## 'SCHOOL MONEY'

Our [Schoolmoney.co.uk](https://www.schoolmoney.co.uk) facility will allow for parents to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

From time to time you will receive a text message from the school inviting you to access a website as an option to make a payment for an activity, school meals, uniform etc.

A parent user guide will be sent to you in due course.

## 'TEACHERS TO PARENTS'

'Teachers to Parents' is a text messaging service which school uses and allows for easy communication between school staff and parents. Text messages are sent to parents mobile phones.

## SEE-SAW

Teaching staff use this to celebrate the achievements and learning progress students are making.

Parents are able to add comments about information or photographs that have been posted on Seesaw.