



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

PARENT & STUDENT HANDBOOK Senior School

An introduction to St John's School

Individuality – Opportunity – Success

BROADWAY, SIDMOUTH, DEVON, EX10 8RG

W: stjohnsdevon.co.uk **E:** contact.stjohns@iesmail.com **T:** +44 (0) 1395 513984

SENIOR SCHOOL PARENTS & STUDENT HANDBOOK

An introduction to St John's School

CONTENTS

- Aims and Ethos of the School
- Contact Information
- Daily Programme, Absence, Collection
- Our Curriculum
- Form System, House System, Contacting the School, Safeguarding
- Praise, Rewards and Sanctions
- Reporting and Assessment
- Co-curricular Activities
- Equipment and Kit
- Uniform Lists
- Working in Specialist Subject Rooms
- ICT Policy
- Food Allergy Disclaimer
- Term Dates

POSTAL ADDRESS: St John's School, Broadway, Sidmouth, EX10 8RG

Email: contact.stjohns@iesmail.com

Telephone: +44 (0) 1395 513984

Website: www.stjohnsdevon.co.uk

The School Office is open **between 08:00 and 17:00** in term time.

In school holidays, the School Office is open **between 09:00 and 16:00**.

***A voicemail message may be left on +44 (0) 1395 513984 or an email sent to contact.stjohns@iesmail.com outside of these times, which will be actioned when the School Office reopens.

AIMS AND ETHOS OF THE SCHOOL

The **IES Mission** is to provide excellence in education with an international perspective.

As part of the IES group, **St John's School promotes the development of young people** who will have the capacity to contribute proactively to working towards a better world.

Through dynamic programmes, St John's School will strive to develop leaders for the future who are **collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning**. Our students will be encouraged to integrate effectively in local, national and international communities through the diverse opportunities afforded them.

In addition, the School also aims to:

- Support and develop students' ability and potential across all aspects of their learning, be it academic, sporting or artistic.
- Allow students to explore moral and spiritual issues in a respectful and reflective manner.
- Provide co-educational education.
- Provide excellence in all that students do.
- Create a safe environment where students can flourish in a caring, healthy and happy setting.
- Give quick, clear and constructive communication to our parent body and other involved parties.
- Provide opportunities for students to become confident, skilled and knowledgeable in a wide variety of situations.
- Provide an environment where respect for other people from all cultures is paramount to our daily life.

STAFF CONTACTS

School Office	
contact.stjohns@iesmail.com	+44 (0) 1395 513984

Head of School	Mr Bryan Kane	bryan.kane@iesmail.com
Senior School Lead (Academic and Pastoral)	Ms Kirstin Larby	kirstin.larby@iesmail.com
Designated Safeguarding Lead Whole School SENDCo.	Mrs Jenni Yeoman	jenni.yeoman@iesmail.com
Head of Boarding	Mr Adam Smallwood	adam.smallwood@iesmail.com

ADMINISTRATIVE STAFF

Director of Administration and Finance	
Mrs Suzanne Whitby	suzanne.whitby@iesmail.com
Admissions and Marketing	
Catherine Fitzgerald	catherine.fitzgerald@iesmail.com
Human Resources Co-ordinator	
Ms Emma Thorpe	emma.thorpe@iesmail.com
School Secretary	
Mrs Jo Mason	jo.mason@iesmail.com
Office Administrator (Friday)	
Mrs Sarah Williams	sarah.williams@iesmail.com

STAFF CONTACTS

TEACHING STAFF

Year 7 Tutor Years 7-11 Art Years 7-9 Drama Years 10-11 Exam Drama	Mrs Antoinette Beament	antoinette.beament@iesmail.com
Year 7 Tutor Years 7-9 Design & Technology Years 7-9 Food Technology Year 7 PSHCE Year 10 and 11 Art	Mrs Emma Wrigley	emma.wrigley@iesmail.com
Year 8 Tutor Years 7-11 PE Year 8 & 9 Swimming	Miss Bryony Monaghan	bryony.monaghan@iesmail.com
Year 9 Tutor Year 7-8 Maths Years 4,7,9 and 11 Science	Mrs Karen Inman	karen.inman@iesmail.com
Year 10 Tutor Years 7-11 History Year 10 PSHCE	Ms Stephanie Hodgetts	stephanie.hodgetts@iesmail.com
Year 11 Tutor Years 7-11 English Year 7 Media Studies Year 11 PSHCE	Mr Christopher Logan	chris.logan@iesmail.com
Year 5, 6, 8 and 10 Science	Mrs Lisa Kabza	lisa.kabza@iesmail.com

STAFF INFORMATION

Year 9-11 Psychology	Ms Kirstin Larby	kirstin.larby@iesmail.com
Year 7-11 Careers Years 7-11 French Year 10 and 11 Business Studies	Ms Juliet Parker	juliet.parker@iesmail.com
Year 7-11 Spanish	Ms Lisa Morrison	lisa.morrison@iesmail.com
Year 7 Swimming Year 10 and 11 Exam PE	Mrs Jenni Yeoman	jenni.yeoman@iesmail.com
Years 7-11 ICT	Mr Jonathan Goodman	jonathan.goodman@iesmail.com
Years 7-9 Music	Mr Clive Salmon	clive.salmon@iesmail.com
Years 9-11 Maths	Mrs Claire Foster	claire.foster@iesmail.com

DAILY PROGRAMME

ABSENCE AND TIMETABLE

DAILY PROGRAMME

Mondays and Fridays	
Early arrivals	08:00
School buses and day students arrive	08:10
Registration	08:25
Morning break	10:30-11:00
Afternoon registration	13:00
Lunch	13:15-14:00
End of lessons	15:55
School buses depart	15:45-16:00

Tuesdays, Wednesdays and Thursdays	
Early arrivals	08:00
School buses and day students arrive	08:10
Registration	08:25
Morning break	10:30-11:00
Afternoon registration	13:00
Lunch	13:15-14:00
End of day for children not attending after school club	16:00
After school clubs and co-curricular activities	16:15-16:55
School buses depart	16:45-17:00

Parents are encouraged to use the 'stop and drop' facilities in the car park.

Senior School students are to enter School through the patio doors.

Mobile telephones must be handed in to the form tutor.

DAILY PROGRAMME

ABSENCE AND TIMETABLE

LATE ARRIVALS

Students who arrive at School after 08:30 must go straight to the School Office to register. Registers will then be updated. Late arrivals will be reflected on the end of term reports.

ABSENCE

If a student is absent through illness, the School Office should be notified by 08:25 at the latest. An explanatory note or email from the parents or guardian to the form tutor is essential and is kept on file. This is a legal requirement.

We discourage parents from withdrawing their child for holiday travel or extended breaks in term time. In unavoidable circumstances, parents should write directly to the Head of School to seek permission. Requests must be made in good time in order to ensure that students do not miss essential assessments, fieldwork or other key activities. Requests will not necessarily be authorised.

Teachers are not expected to provide work when parents or guardians elect to take a child out of School during term time. Students will be expected to complete missed work in their own time upon return to School.

ABSENCE DURING ASSESSMENTS AND EXAMINATIONS

Students are expected to be in School when assessments take place and to complete them to the best of their ability. Naturally, regulations regarding assessments become more stringent the older a student is and the closer they are to being entered for external public examinations, such as IGCSE/GCSE.

Once students have been entered for external examinations, they have to comply with regulations set by the relevant examination board. Generally, students are expected to write the examinations, even if they are ill or injured. The School will apply for 'special consideration' in these instances. Being absent on the day of the exam or arriving late, due to oversleeping or misreading the timetable, will not qualify for 'special consideration'. Examination fees are not refunded if a student is absent from the examination. Charges (for example towards the cost of invigilation) may be incurred if missed assessments need to be rescheduled.

DAILY PROGRAMME

ABSENCE AND TIMETABLE

AFTER-SCHOOL CLUBS

The Senior School day ends at 15:55. **After-school clubs and co-curricular activities run on Tuesdays, Wednesdays and Thursdays.** Students in Senior School are expected to attend an activity on each of these days, although parents or guardians may choose to opt out of after-school activities on their child's behalf.

School buses depart at 17:00 on Tuesdays, Wednesdays and Thursdays to allow children to participate in their chosen activities. On Mondays and Fridays when no clubs are running, school buses depart at 16:00.

COLLECTION ARRANGEMENTS

All students and parents should exit School via the patio. It is assumed that all students will be collected by a parent or guardian unless the School has been informed otherwise. Please advise the School Office of any changes to your child's collection arrangements.

A member of staff will escort all students travelling home by School transport to the bus park.

COLLECTION OF STUDENTS DURING THE SCHOOL DAY

Should it become necessary to collect your child from School before the end of the school day, please notify the School Office and your child's form teacher with as much notice as possible. Children should be collected from the School Office and signed out.

COLLECTION OF AN UNWELL STUDENT

Any student who leaves school early due to illness will also need to be signed out when collected.

DAILY PROGRAMME

ABSENCE AND TIMETABLE

LATE COLLECTION AT THE END OF THE SCHOOL DAY

Please advise the School Office if you know you will be delayed. Messages will then be passed on to the member of staff on duty and it is often reassuring for a child to know the reason for the delay or that a message has been received. Charges may be placed on your end-of-term invoice.

COLLECTION FROM AN AFTER-SCHOOL ACTIVITY LATER THAN 17:00

Parents will be advised where to collect their children, depending on where the club takes place. Clubs start in the first full week of term and finish in the week preceding the end of term. Signing up for a school club is a commitment to participate for the full term and students are expected to attend. However, school clubs are a privilege and not a right.

Should a student not show appropriate behaviour or commitment, they may be excluded from the club or activity for the remainder of the term.

Parents must report to the School Office when collecting a child outside of normal collection times and must ensure that the child has been signed out.

TUTOR SYSTEM, HOUSE SYSTEM

CONTACTING THE SCHOOL, SAFEGUARDING

FORM SYSTEM

Throughout St John's, students are placed under the direct care of a tutor. In the Senior School, tutor groups are organised according to year groups. Each tutor group is managed by a small team of staff. The tutor has the prime responsibility for monitoring academic and personal progress and the welfare of each student in their form group. They are the main point of contact between School and home. Any communication about your child should start with their form teacher.

HOUSE SYSTEM

Each student is allocated to a House on joining St John's and should remain in that House throughout their school career. The house system fosters participation in the co-curricular aspects of school life and provides a valuable element of continuity and community within the pastoral system.

House Captains and School Council representatives, elected and nominated students are expected to be positive role models and to support staff and students with various formal and informal events, promoting the St John's code of conduct. In the tutor system there are a broad range of opportunities for students to foster leadership and communication skills.

The School Council represents the student voice and provides an opportunity for discussion about school related issues. Nominated or elected students represent their year group. It is a function of the School Council (which may, as needed, be divided into Junior School or Senior School meetings) to initiate change and to help promote an enjoyable and positive ethos and environment.

Prefects are nominated from the students in Year 10 and apply for particular areas of responsibility..

CONTACTING THE SCHOOL and SAFEGUARDING

Staff are available to speak with parents. Do make use of the staff email list in this Handbook or contact the School Office to make an appointment. Please note that members of staff cannot leave a group of students to talk with parents on an ad hoc basis.

TUTOR SYSTEM, HOUSE SYSTEM

CONTACTING THE SCHOOL, SAFEGUARDING

CONTACTING THE SCHOOL and SAFEGUARDING

Concerns about day-to-day administration, morale, co-curricular activities or work should be addressed to the form tutor. The Senior School Lead should be informed of any major change in family circumstances.

If you have any safeguarding concerns, please contact the Designated Safeguarding Lead.

Academic concerns can also be taken directly to the teacher concerned. If in doubt as to who to contact, please speak with your child's form teacher first. Ms Kirstin Larby is the Senior School Lead. She may be contacted with any academic concerns, including options and exam entries.

Medical concerns may be directed to the form tutor. If it is decided that a student is not fit for lessons, the School will contact the parent or guardian and request that the student be collected. If a student requires hospitalisation, they will be taken by ambulance or by other means of transport and will be escorted by a member of staff. Parents will be notified as soon as practicable and the escort will stay at the hospital until they are relieved of duty of care by a parent, guardian or other member of staff. Students may take any questions or concerns to their form teacher or any member of staff. Staff have relevant safeguarding or first aid training.

The School is committed to the welfare, protection and safekeeping of the students in its care. Our students have the fundamental right to be protected from harm and from all forms of abuse and exploitation and should feel safe and secure at school. It is the aim of the School to act in a child's best interests and will always encourage the fullest possible involvement and consultation with parents.

If a student has any concerns about their safety and welfare, they can raise these issues with the Senior School Lead or any member of staff. Their concerns will be taken seriously and they will be listened to. The Senior School Lead may be contacted by any student during the school day.

Any student who would like to talk to a counsellor or independent listener in complete confidence may approach a member of staff for assistance in making an appointment. Meeting with a counsellor is entirely voluntary and no student is compelled to attend. These sessions may incur an additional cost for parents.

PRAISE, REWARDS AND SANCTIONS

BEHAVIOUR AND CODE OF CONDUCT

The Senior School Lead has overall responsibility for student discipline and welfare and for leading the pastoral aspects of school life.

The highest standard of behaviour is expected from all students. Care and concern for the individual is paramount in all matters. Antisocial behaviour is not tolerated. Courtesy and respect for other people and their property is to be shown at all times. In order to work together, students should:

- Respect other people, show care and consideration
- Dress smartly
- Keep rooms and areas tidy and litter-free
- Behave in an orderly and safe way
- Listen when others speak
- Always aim for high standards in all that they do
- Always support and encourage the efforts of others

At St John's, behaviour is based on **the principle of RESPECT:**

R	Recognition and rewards	St John's promotes good behaviour through a system of recognition and reward
E	Environment	We want to work in a school that is clean, pleasant and safe
S	Self-discipline	We should take responsibility for our behaviour, appearance, organisation and belongings
P	Partnership	There is a strong partnership between home, School and the community and between our international friends
E	Expectations	St John's has high expectations of all students and provides a challenging, relevant, appropriate and interesting curriculum
C	Consistency	All students are treated fairly. Rules and sanctions are used clearly and consistently
T	Treat others as you would wish to be treated	With politeness, courtesy and respect

PRAISE, REWARDS AND SANCTIONS

PRAISE, REWARDS AND SANCTIONS POLICY

It is the responsibility of all teaching staff to ensure that the School's praise, rewards and sanctions policy is applied fairly and consistently, without regard to race, gender or seniority and should be consistent from person to person and from occasion to occasion as far as is possible given that each case is reviewed on its merits.

It cannot be overstated that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of students is promoted by regular praise, congratulation and affirmation. A School culture which is dominated by a mutual respect between students and between staff and students will lead not only to harmonious relationships but also to the fulfilment of the students' academic and social goals.

PRAISE AND REWARDS

It is important that praise and rewards should always outnumber sanctions and that praise for good work or behaviour should be given as often as possible. Praise should always be given in equal measure to all students and we fully support the idea of 'intrinsic motivation' where students should be encouraged to succeed 'for their own sake' rather than necessarily for any tangible reward.

Praise and reward should be expressed by:

- Verbal and written means
- House points
- Work put on display
- Letters, phone calls and messages to parents
- High grades on reports
- Comments made in written reports to parents
- Certificates presented in Celebration Assemblies
- House Cup awarded at Speech Day
- Individual prizes awarded at Speech Day
- Music certificates

PRAISE, REWARDS AND SANCTIONS

HOUSE POINTS

Each student is given a house coloured card bearing their name and a grid containing ten boxes. Subject teachers sign one, two or three boxes depending on the merit of each students' work (three being seen as a maximum for any piece of work). Completed cards are placed into a draw. At the end of each half term, during Celebration Assembly, the top scorers in each house receive a prize. There is also a raffle for anyone who has submitted a house point card. Winning Houses are awarded a non-uniform day each term and the overall winning House for the year earns an excursion off site in the summer term (Term 3).

LETTERS, TELEPHONE CALLS AND MESSAGES

Letters are seen as a positive and discrete way to praise students for their work and conduct. Each department is responsible for sending letters of commendation (or department certificates) home to parents at their discretion. Members of the Senior Leadership Team may also send similar letters of commendation home to parents at their discretion to praise work, academic achievement or any other aspect of a student's progress. Telephone calls or messages may be used in a similar way.

SPEECH DAY AND PRIZE GIVING

A number of academic, sporting, musical and community-based prizes are awarded annually at Speech Day. Subject teachers participate in the selection of students for these awards and meetings are held where consensus is reached.

SANCTIONS

We are committed to establishing a learning environment that promotes positive behaviour and relationships where children treat each other with care and respect.

High standards of behaviour and a good attitude towards peers, school staff and the whole learning process are expected at all times. With a consistent approach from all members of staff, students will more readily meet the targets set. Students should not mistake our family approach as being too casual or relaxed or become over-familiar with any members of staff. Staff should never turn a 'blind eye' to any incident; a quiet word is often more effective than a raised voice. We handle issues of behaviour in ways appropriate to a child's stage of development and level of understanding. Therefore, the policy in our EYFS will differ from the Junior School and again from the Senior School.

PRAISE, REWARDS AND SANCTIONS

In the Senior School we believe that:

- Sanctions must always be reasonable, never cruel or humiliating
- Sanctions should never breed resentment
- Collective punishments should be avoided
- Suspicion should never be punished
- Public denouncement is destructive
- Where possible, the punishment should fit the crime (if a student draws on a desk, they should be made to clean the desk)
- Punishments for poor behaviour should not involve written work related to particular subjects (essay writing may undermine the English Department, etc)
- Punishments, where possible, should emphasise the idea of 'community' and how one's actions can be harmful to the school community

STAFF RESPONSIBLE

In all situations, it is primarily the duty of the teacher present to deal with poor behaviour or conduct before passing the matter on to form tutors or the Senior School Lead. Invariably, the vast majority of incidents can be dealt with 'on the spot' and staff are encouraged to use their own discretion to implement an appropriate sanction. Immediate sanctions could involve:

1	Moving a student to another area of the classroom
2	Written or verbal apologies
3	Loss of a lunchtime break to complete work unfinished in the lesson or for prep (subject teacher detention, discretionary)
4	Any appropriate task, preferably community based

PRAISE, REWARDS AND SANCTIONS

Longer term sanctions could involve:

1	Formal detentions
2	Daily Target Card issued by the form tutor (parents would be notified)
3	Removal from lessons for a short time (supervised by another member of staff)
4	Removal from teams or other activities (such as fixtures)

Serious sanctions could involve:

1	Reporting to the Senior School Lead
2	Meetings with parents
3	Headteacher's detention

Final sanctions could involve:

1	Headteacher and Board of Trustees decide final sanctions
---	----------------------------------------------------------

INFORMING PARENTS BY LETTERS AND TELEPHONE CALLS

Parents will be informed about continued behaviour or work-related issues (not just an isolated incident). In the first instance, subject teachers will contact parents about individual subject concerns, with form tutors only becoming involved for more persistent problems.

In the first instance, subject teachers will telephone home to discuss any work or behaviour concerns (i.e. prep hasn't been completed on several occasions). If problems become more persistent, a department email may be sent to highlight any issues. At this stage, the Senior School Lead may need to intervene if similar problems exist in other subjects and take appropriate action.

Parents' evenings and written reports should not be the first time parents have been informed about ongoing concerns and it is the duty of all staff to keep parents up to date.

REPORTING AND ASSESSMENT

INDEPENDENT STUDY AND PREP

Independent study is necessary and important. Any work set to be completed independently (or in small groups) must be handed in on time.

Students' planners are designed to help plan prep and to ensure it is up to date. The intention is that prep is completed on the first day it is set; it is easier to remember while it is still fresh in the student's mind. A student should find somewhere at home that is as quiet as possible and complete their work as part of a routine.

The pace of our school day is demanding and there is an expectation that students will be able to work independently, whether at school or at home. Students should have their own work space which is clutter-free (and distraction free), well-lit and quiet.

Students in Years 7-9 are expected to spend at least an hour each school night working independently on tasks set by teachers. A prep timetable is set each term, outlining the subjects and deadlines by day. It is better to work in short, regular sessions than in one long session (such as Sunday evening or before school on Monday).

From Year 10, staff set work as is necessary and it is expected that at least two preps a week should be given per IGCSE/GCSE subject and that may well result in 'second preps' each day.

There is increasing demand through the Senior School to undertake independent research and time must be allowed for this in students' 'free time'.

All students are expected to read regularly – whether a book issued by their English teacher or chosen from the library. Reading widely is a sound foundation for academic success.

Once students are entered for external examinations, generally in Year 11 (IGCSE/GCSE), they must ensure that they are familiar with the assessment requirements and guidelines for each syllabus they are studying.

REPORTING AND ASSESSMENT

We follow a pattern of continuous assessment, where all aspects of learning are evaluated. Each student's progress is recorded and reported to parents regularly through out the academic year. The report conveys information on the quality of the student's work in terms of concepts, skills, attitudes and values.

REPORTING AND ASSESSMENT

REPORTING AND ASSESSMENT

Assessment provides evidence to guide teaching and learning, as well as providing the opportunity for students to demonstrate, review and take ownership of their own progress. At St John's we believe that assessment needs to be meaningful, continuous and easily understandable for parents, teachers and students. We understand that assessment, planning and delivery are a continuous process that cannot exist as individual components. Excellent teaching means that the three elements are constantly informing each other. Students will receive frequent feedback, know their next steps and will be supported to achieve them.

Reports (reviewing general progress, attitudes to learning and student reflection and targets) are issued regularly in the course of the school year as well as two full academic reports. There are also standardised tests and mock examinations to benchmark students' achievement and progress. Reports are published via the parent portal.

EXTERNAL EXAMINATIONS

Once students have been entered for examinations, parents will be billed accordingly. If a student subsequently decides not to write an examination, examination fees cannot be refunded.

Examination dates and times are set by external examination boards and are not flexible. Please note that students taking CIE/EDEXCEL examinations in the November session may well have examinations scheduled over the October half-term. Similarly, candidates for the May/June session may have to sit papers over the May half term. Please avoid booking holidays or making appointments at these times.

Students who wish to apply for special consideration, or circumstances, for any examination period must speak with the Examinations Officer. If an assessment from an Educational Psychologist is required, this must be organised by the student's parents. We are happy to assist in contacting a suitable professional. Arrangements such as additional time or the use of a word processor should be in place before the end of Year 10.

CO-CURRICULAR ACTIVITIES

A major part of a student's personal and social development comes from their involvement in co-curricular activities. **Through participation, a student develops a sense of responsibility, develops new skills and learns to be part of a team, as well as generally widening their horizon.**

The variety of co-curricular activities the School has to offer enable students to:

- **Join clubs and societies**
- **Represent their Form, House or School in sport and other competitions**
- **Become a member of the School Council**
- **Raise money for School charities**
- **Participate in recitals and concerts**
- **Contribute to drama productions and art activities**
- **Participate in expeditions, journeys and foreign exchange/visits.**

At St John's we endeavour to offer as many and varied activities as possible. Students are given the opportunity of signing up for an activity at the start of each new term.

The activities are privileges, not rights, and if a student does not behave in an appropriate manner the privilege may be withdrawn. Activities begin in the first full week of term. There are no co-curricular activities in the final week of term.

SPORTS FIXTURES

Students may be asked to participate in a sports team. A fixture list is published at the beginning of term. Please note that fixtures are subject to change due to unforeseen circumstances.

Team sheets are posted in the School Office, in the Sports Hall and are given to Tutors. A general letter of indemnity will need to be signed by parents to allow children to participate and to be transported to fixtures.

We encourage as many students as possible to participate in matches, although teams are selected for competition and parents must accept that some students may represent the School and a particular sport better than others.

The School Office is kept informed of return times from fixtures. Students are responsible for informing their parents or guardians if they are involved in a match fixture and whether the fixture is home or away.

EQUIPMENT & KIT

STATIONERY AND EQUIPMENT

Textbooks, as well as exercise books or file paper are provided by the School. In some subjects, workbooks are used. These are to be purchased and vary between £4 and £18

Students are issued with a planner at the start of the academic year.

Students must also have the following items in a suitable pencil case (or cases) for each lesson:

- Eraser
- 30cm ruler
- Glue stick
- HB pencil and purple pen
- Pencil sharpener
- Coloured pencils
- Felt tip pens
- Geometry set
- Small child-friendly scissors
- Fx-85 GT PLUS Casio calculator
- Small set of personal headphones for Music and working online
- Ring binder with dividers
- A good English dictionary
- English dictionary for translation (EAL students only)
- English/EAL – A4 ring binder with dividers
- Food & Nutrition – Large named plastic container and ingredients as needed
- Spanish/French – Spanish/English and/or French/English dictionary for translation

EQUIPMENT & KIT

ADDITIONAL ITEMS FOR STUDENTS IN YEARS 10-11

- Individual ring binders for each subject
- Hole punch
- Stapler
- Highlighter pens
- Black writing pen for examinations
- Clear pencil case for examinations
- A general administrative ring binder for KS4 Handbook, CAS, PSHE and examination admin
- Thesaurus to accompany dictionary

ADDITIONAL IGCSE SUBJECT REQUIREMENTS

- **Art & Design** – hardback sketchbook (may be purchased through School)
Art pack (£35 through School - optional but recommended) containing higher quality materials appropriate for the course.
- **English (first language)** – Lever arch file and dividers, plus materials to cover workbook
- **Spanish/French** – Materials to cover books and dictionary of translation
- **Physical Education** – Lever arch file and dividers

UNIFORM AND SPORTS KIT

St John's school bags are available to purchase through the PTFA and ordered on ParentPay. Alternatively a plain black bag may be used. The correct uniform is to be worn in accordance with the uniform lists contained within this Handbook. A water bottle can be brought into school (only containing water), this is encouraged to ensure good hydration during the day.

EQUIPMENT & KIT

LABELLING OF UNIFORM

All items of clothing and possessions must be clearly labelled or marked with the student's surname.

SPORTS KIT

All sports kit should be named on the inside using a woven name tag or permanent marker and ideally be marked on the outside with the student's initials. This can be done professionally in most large sports shops. Shirts should have the initials on the outside left breast and shorts on the outside lower left leg.

ICT AND ELECTRONIC EQUIPMENT

No student should have a mobile telephone, tablet or laptop computer, camera or similar electronic device in their possession during the school day without clear permission signed by a member of staff in the school planner. Access to the school's wireless network is for educational purposes only between 08:00 and 17:00.

KEY STAGE 3

Students in Years 7-9 do not need any specific ICT equipment other than headphones. Key stage 3 students are not allowed to bring in any electrical devices to school, unless prior permission is given for educational reasons, by their Tutor and permission has been granted from the teacher in charge.

KEY STAGE 4

No laptops or any other device with recording ability (i.e. iPad, iPod, iPhone) are allowed in school, unless prior permission is given for educational reasons by their Tutor and permission has been granted from the teacher in charge.

WATCHES

Watches may be worn to school, but only if clearly engraved with your child's name on the back. No smart watches (watches that can connect to WIFI and phones) are allowed.

UNIFORM SENIOR SCHOOL BOYS AND GIRLS

School uniform is available to be purchased online from www.coolcatsclothing.co.uk
Please ensure that orders are placed sufficiently in advance to allow for timely delivery before the start of term.

GENERAL SCHOOL UNIFORM	BREAKTIME
School waterproof coat	School hooded sweatshirt
Navy school blazer with logo	Trainers
Navy v-necked pullover or cardigan	
Black leather school shoes	

GIRLS	BOYS
Regulation kilt	Charcoal grey school trousers (winter) or shorts (summer)
White open neck blouse	White long- (winter) or short- (summer) sleeved shirt
Navy tights or navy knee length socks in winter	School tie
Navy knee length socks or white ankle socks in summer	Grey ankle socks
Charcoal grey regulation trousers in winter	

UNIFORM SENIOR SCHOOL BOYS AND GIRLS

School uniform must be worn by all pupils when travelling to and from school and at all times of the school day and all pupils must maintain a clean and tidy appearance. Damaged or soiled uniform should not be worn; such items should be cleaned, repaired, or replaced at the earliest opportunity.

HAIR

Hair that extends beyond shoulder level should be fully tied back; hair slides, bands and ribbons must be plain and either navy blue or black. Hair should look natural – not be dyed with unnatural colours (pupils who dye their hair will be asked to remove the dye) and no patterns or words shaved into the hair and no hair extensions. Facial hair must not be grown unless specific permission has been obtained from the Head.

JEWELLERY

The only jewellery permitted to be worn with the school uniform is a watch, and small plain gold or silver studs for pierced ears. Other than one pair of small plain studs for ears, no other visible body piercing is permitted, for example, nose studs. If parents are considering having their child's ears pierced, please do this in the summer holidays to allow the piercing to become settled. Parents should write to the Head to request permission if they wish their child to wear a religious symbol (e.g. a cross). In practical subjects (PE, Science, Food and Nutrition and DT) it is essential that jewellery is removed for Health & Safety reasons. Any jewellery/piercings that are not permitted will be confiscated and kept securely in school for collection at the end of the school day.

Make-Up

Unobtrusive makeup may be worn if it is discreet and natural looking. Heavy make-up including eye shadow, lipstick, contouring and dark fake tan are not permitted. False eyelashes are not permitted. Pupils seen to be wearing heavy make-up will be asked to take it off. Clear nail varnish is allowed, however, acrylic/gel nails are not permitted and will need to be removed.

UNIFORM SENIOR SCHOOL BOYS AND GIRLS

SPORTS CLOTHING	
SJS hooded sweatshirt	
SJS games skort (girls-optional)	
SJS PE polo	
SJS PE shorts (boys and girls)	
White PE socks (girls)	
SJS blue/red hooped socks	
Trainers	
Gum shield (autumn and spring terms)	
Shin pads (autumn and spring terms)	
Football boots (boys and girls)	
Optional base layer	
Towel with hanging loop	
Navy sports bag and additional waterproof bag for wet kit	
SJS swimming costume (girls) or SJS swimming trunks (boys) or plain black/navy. Shorts must be fitted.	
SJS swimming hat in house colour (Founders = blue, St Catherine's = yellow, St Peter's = red, St Paul's = green)	

All kit must be labelled with either the students initials on the chest or sewn labels on the inside. All footwear must also be clearly labelled.

WORKING IN SPECIALIST SUBJECT ROOMS

RULES FOR WORKING IN SPECIALIST SUBJECT ROOMS – SCIENCE, FOOD TECH, ART & DT

In order to ensure students remain safe whilst they are working in specialist subject rooms (i.e. Science Lab, Food Technology, Art and Design Technology) all students must take care to read and abide by the following rules:

- **Only enter the Science Lab, Food Tech room or Art & DT rooms when told to do so by a teacher. Never rush around or throw things.** Keep your work area and floor area clear, with bags and coats outside on the hooks provided.
- **Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any room without permission.**
- **Wear eye protection when told to do so and keep it on until you have finished the work that requires eye protection.** Tie your hair back and wear an apron or other protective clothing. Always stand up when doing practical work so you can quickly move out of the way if you need to.
- **Report any cuts or abrasions to your teacher. If a chemical splashes on your skin, wash the affected area at once with lots of water.** Tell your teacher. Report spillage of any substance to your teacher immediately.
- **Know where the emergency stop buttons are positioned. If you see an accident, you can use this button to turn off all power tools at once.** Keep hands away from moving/rotating machinery. Keep both hands behind the cutting edge when using hand tools.
- **If fabric appears to be stuck in a sewing machine or it won't sew, stop immediately.** Continuing to try and sew could cause the needle to break. This can be dangerous. Only ONE person is allowed on a sewing machine at a time.
- **Do not talk to a person using any machine. Let them concentrate.**

ICT POLICY

ST JOHN'S COMPUTER ACCEPTABLE USE POLICY – STUDENT CONTRACT

The School network and the larger internet offers a 'global community' of diverse and unique resources that students can use to promote communication, reasoning and problem solving, personal development and social responsibility. It is expected that students who use the St John's computer network will do so in a way that is consistent with, and related to, the educational mission of the School community.

- No student shall deliberately damage School computers or software. This includes vandalism, 'hacking', wasting resources and spreading computer viruses. Students and their families will be responsible for the repair or replacement of damaged equipment.
- No student shall deliberately access educationally inappropriate materials or show others how to do so. This includes, but is not limited to, obscene and pornographic materials, sites promoting hate groups or violence, the use of illegal or controlled substances, or dangerous materials (such as bombs or weapons).
- All students shall respect and uphold copyright laws regarding copies of software, text or graphics. Illegal activities are strictly forbidden.
- No student shall participate in hate mail, harassment, discriminatory remarks and other antisocial behaviour, including, but not limited to, profanity, obscenity, bigotry and 'flaming'.
- Use of another user's login password, or allowing another user to use one's login password, is strictly prohibited.
- Computer gaming is not allowed during school hours, unless the games are part of the teaching programme and the student has been given appropriate authorisation.
- Accessing and using instant messaging, chatrooms and social networking sites is prohibited.
- All students shall practise courtesy and respect for the rights of other users.
- Users of the St John's computer network can and may be monitored and observed by the system administrator and staff.
- Users who have questions regarding appropriate use should ask a teacher or the system administrator before accessing materials.
- Mobile telephones are strictly forbidden during school hours.
- School laptops may only be used with appropriate authorisation and supervision from a member of staff. Laptops must be transported from room to room using the protective bags provided.
- The use of the St John's computer network is a privilege which may be revoked at any time for abusive conduct as outlined herein, as defined by School discipline policy, or as determined by the staff, system administrator or administration. Should a student commit any violation, or engage in activities judged by the system administrator or school administrators to be inappropriate usage, access privileges may be revoked, school disciplinary action may occur and/or appropriate legal action may be taken.

FOOD ALLERGY DISCLAIMER

The School may provide or offer food to its students, staff and visitors directly, through catering service providers, where applicable. The School makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers about the severity of food allergies.

Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the School's premises will be identified and/or labelled, and if so, there is always a risk of cross contamination. There is also a possibility that manufacturers of commercial foods we use could change the formulation or substitute at any time, without notice.

Consumers who are concerned with food allergies need to be aware of this risk.

Students or staff with life threatening food allergies who may need to use an epi-pen should carry their own. Please note that the School's staff are not necessarily trained to administer an epi-pen.

The School cannot assume any liability for adverse reactions to foods consumed, or items one may come into contact with while eating at the School's establishments or purchased in the School by students, staff or visitors.

OTHER POLICIES

Policies that are made available are accessible via the website. All other policies are available upon request.

ENGLISH AS AN ADDITIONAL LANGUAGE

LANGUAGES OTHER THAN ENGLISH OFFERED AT ST JOHN'S

We have a long-standing tradition of hosting students from around the world and supporting their acquisition of English as an additional language and as a medium of academic instruction. We have also similarly encouraged our students to learn additional languages.

Learning additional languages serves two key purposes:

- + To give all students the opportunity to study another language (whether a second, third or fourth)
- + To ensure that students whose home language is not English continue their studies of their mother tongue – this is essential for all-round educational achievement and developing a secure sense of self

Students who speak a language other than English at home are encouraged to continue their studies of their mother tongue.

We already have German and Chinese teachers and are happy to identify tutors in other languages as required. Students are given copies of the relevant IGCSE/GCSE syllabus, past papers, examiners' reports and mark schemes to aid their studies. These sessions incur an additional charge as they are usually one-to-one lessons.

TERM DATES

2024-2025

AUTUMN TERM (TERM 1) 2024

Thursday 5 September – Thursday 12 December
(School ends at 16:00 on 12 December)

AUTUMN HALF TERM HOLIDAY

Friday 18 October – Sunday 27 October
(School ends at 16:00 on 18 October)

SPRING TERM (TERM 2) 2025

Wednesday 8 January – Friday 11 April
(School ends at 12:30 on 11 April)

SPRING HALF TERM HOLIDAY

Friday 14 February – Sunday 23 February
(School ends at 16:00 on 14 February)

SUMMER TERM (TERM 3) 2025

Wednesday 30 April – Friday 10 July
(School ends at 12:30 on 10 July)

SUMMER HALF TERM HOLIDAY

Friday 23 May – Sunday 1 June
(School ends at 16:00 on 23 May)



Individuality – Opportunity – Success

BROADWAY, SIDMOUTH, DEVON, EX10 8RG

W: stjohnsdevon.co.uk E: contact.stjohns@iesmail.com T: +44 (0) 1395 513984