

# St Mark's Church of England Junior School



**Parent Handbook**  
taking you step-by-step  
through starting school







# Welcome to St Mark's Church of England Junior School



Lynne Bailey,  
Head Teacher,  
says...

It's great news that your son or daughter are starting at our wonderful school.

**We need some information from you**

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school.

**Answering your questions**

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01242 702280 and we will be happy to help!

**Policies and term dates**

On page 14 are details of some important policies you need to know about and page 15 has term dates.

**Welcome**

Welcome to St Mark's Church of England Junior School. I look forward to getting to know you and your child.



**STEP 1: Pupil Information Form (SIMS)**  
**St Mark's Church of England Junior School**

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

<b>Parent(s) I Legal Guardian(s) with whom the child lives</b>	
Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

<b>Other Contacts in Case Of Emergency</b>	
<b>Contact 1 Name:</b>	<b>Contact 2 Name:</b>
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

<b>Other Contacts in Case Of Emergency</b>	
Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:  
(including court orders, access and contact)

Signature: (parent/carers):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>



Child's Doctor's	Medical Conditions/Disability: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			
Child's previous school or playgroup:		Telephone Number:	
Does your child have a brother or sister in the school? If so please state			
Name:	Class:	Year:	
Dietary Needs			
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.			
Travel to School			
Please advise us of the main way your child will regularly travel to school:   Bus <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Cycle <input type="checkbox"/> (please tick as appropriate)			
Services Children in Education			
Are you a Services Family? <span style="float:right">YES<input type="checkbox"/> NO<input type="checkbox"/></span>			
Special Educational Needs/Disabilities			
Does your child have any Special Educational Needs/Disabilities YES/NO. If yes, please state which Special Education Need/s your child has:			
Ethnicity	Home Language Spoken	First Language Spoken	Religion
Is English an additional language?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
If English is an additional language what level do you consider your child to be at			
Fluent <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> No English Spoken <input type="checkbox"/> (please tick as appropriate)			
Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.			
Signature of Mother/Guardian:		Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
Signature of Father/Guardian		Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
FOR SCHOOL USE ONLY			
Birth certificate/passport copied <input type="checkbox"/>			
Start Date <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>			
New Class:	Year Group:		
CTF/Records requested <input type="checkbox"/>			
Contact details entered on SIMS:			
Class List:			
Income Sheets:			
ICT Request:			



# STEP 2: Free School Meals Application Form

## St Mark's Church of England Junior School

This form should only be completed if you are in receipt of one of the qualifying benefits detailed below. Failure to provide the information requested will delay your claim. The information requested will enable us to confirm whether you are eligible for assistance through the automatic checking system provided for by the Department for Work and Pensions. We will not therefore require documents as proof of benefits unless we specifically ask you for them. Any original documents that are attached to forms will not be returned.

A) Your Full Name: (Mr./Mrs./Ms./Miss)	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Relationship to child(ren)	Preferred Forename(s):
Full Address	
Telephone number (inc. code):	Postcode
Email:	Please state your National Insurance Number:
Please state your NASS Number: (Asylum Seekers)                                   /                                   /	

B) Please tick box below to indicate which benefit you are entitled to: ☐ Income Support ☐ Income-Based JSA ☐ Child Tax Credit (not Working Tax) ☐ Guaranteed Pension Credit ☐ Employment & Support Allowance (Income related) ☐ Asylum Seeker Support ☐ Working Tax Credit 4 week 'run-on'

C) Please enter the details of each dependent child living at the above address for whom you are requesting free school meals:

Surname	First Name	Date of Birth	School Attended
		<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
		<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
		<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
		<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	

D) Declaration:

I certify that the information given is correct to the best of my knowledge and belief. I accept that it is my responsibility to ensure that my entitlement is continuous and will inform the Transport and Benefits Team directly of any changes in circumstances, such as: address, benefit, school, claimant etc.

The information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial and ongoing entitlement.

I understand that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive any additional benefits.

Your signature: (Parent/Guardian)	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
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### It is important that you read the following notes before you fill in the application form

- 1) Who qualifies?
- To claim free school meals you must currently receive one of the following benefits:
- Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999 • The Guarantee element of State Pension Credit
  - Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190
  - Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit

Your child must also be in full-time education in a state school from 'rising five' age onwards.

If you wish to make a claim, please complete this form and return it to the Transport and Benefits Team at the address shown below. If it is more convenient you can visit this office at Shire Hall, Westgate Street, Gloucester, between 8.30am and 5.00pm from Monday to Friday and ask for the Transport and Benefits Team.

### 2) Maintaining your entitlement

If your application is successful the entitlement will start from when we received your form. Claims are not backdated. Your claim will be reviewed periodically and you will be notified if it is found that your entitlement to free school meals has ceased. Your child's school may request payment for any meals provided after that date. It is therefore important that you notify this office immediately of any change of circumstances such as: address, benefit, school, claimant etc.

Please return the completed form to: Transport and Benefits Team, Admissions and Transport, Shire Hall, Westgate Street, Gloucester GL1 2TP.

Tel: (01452) 425434/425390, Fax: (01452) 425399 or email [pupilbenefits@gloucestershire.gov.uk](mailto:pupilbenefits@gloucestershire.gov.uk).

Information relating to free school meals and other assistance that may be available can be found on our website [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)

**DATA PROTECTION ACT:** This information is being collected to assess your entitlement to free school meals for your child/ren. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Transport & Benefits Manager at the address overleaf, or the telephone number, fax number or email address above.

FOR OFFICE USE ONLY FOR OFFICE USE ONLY OFFICE USE ONLY	
	Approved by:
Proof / BS dated: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	FSM start: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Recpt / Date Rec'd: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Letter sent: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
DCSF Entitled:	Assessed by:







## STEP 3: Breakfast and After School Club Booking Request Form

### St Mark's Church of England Junior School

Please complete this form to reserve a place for your child at the before and after school club as of the start for September 2015 term. We will contact you to let you know that your booking has been successful. Adhoc places will be allocated if spaces are available on a first come first served basis. Please email to check availability.

Please be aware that one form should be completed for each child. We are only able to consider applications from Benhall children if they are currently on the waiting list for Benhall after school club.

#### Session Rates:

Breakfast Club	08.00 – 09.00	£4.00	After School Club	15.15 – 17.30	£8.00
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**Payment is required monthly in advance.** Confirmation of a place will be given on receipt of payment and completion of contract.

We will contact you to let you know of availability as soon as a place becomes available.

Completed booking forms can be returned to Mrs Manners at St. Mark's C.E Junior School reception or e-mailed as an attachment to:

[stmarksoutofschoolclub@gmail.com](mailto:stmarksoutofschoolclub@gmail.com)

Please feel free to contact us at the above e-mail address with any questions.

Thanks

Jules & Marie



#### Booking Form for Permanent Childcare

Your name:			
Address:			
Phone number:			Mobile number:

Child's name:			
Age:			Date of birth: [ ] [ ] / [ ] [ ] / [ ] [ ]
School attended at time of required start date:			

Opening Times: mornings - 8am to 9am, afternoons - 15.15 to 17.30

	Mon		Tue		Wed		Thur		Fri	
	From	To	From	To	From	To	From	To	From	To
Breakfast										
After School										

Will your child require breakfast? YES [ ] NO [ ]

Please give any information (dietary or special requirements) that your child has


Any other information?


Required Start Date:	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]
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Signed	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]
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## STEP 4: Pupil Leave of Absence Request Form

### St Mark's Church of England Junior School

#### TERM TIME IS SCHOOL TIME

Name of pupil			
Class		Date of birth	
Date of first day of absence		Date of return to school	
Number of absent school days		Destination	
Reason for request for absence during term time:			
Signature of Parent/Carer			Date of application

#### For School Use Only

Total number of school days absence requested						
Number of school days already taken this academic year						
Attendance % this year						
Other comments:						
Application approved?			YES			NO
Marked on attendance register?			YES			NO
Headteacher's Signature						Date
Copy sent to parent?	YES	NO	Confirmation text sent?	YES	NO	Date



#### Year 3 says...

"Although we were a little nervous before starting at St. Mark's, we soon settled in and were able to find our way around the school. The teachers are entertaining as well as being very clever! Our favourite subjects include Literacy, Maths, Art and Science. We also really enjoy the Collective Worship which is different every day but is something we look forward to." Eva, Isaac, Harry and Esme.





STEP 4: Uniform Order Form

St Mark's Church of England Junior School

Dear Parents,

I am happy to inform you that we now stock our school tie as well as coats and polo-shirts for the children. If you wish to purchase any items, complete the order form below and send to Mrs Manners on Reception with the exact money please. Samples are kept in Reception if you would like to look at them first. There is no obligation whatsoever to purchase these items and there is no profit to the school from the sales.

If you wish to purchase any items, please complete the order form below and send to Mrs Manners on Reception with the exact money please.

Child's Name: (PRINT) ..... Class: .....

Reversible jacket with logo:

Size	Unit Price £	Quantity required	Total price £
Age 5/6	£15.80		
Age 7/8	£15.80		
Age 9/10	£15.80		
Age 11/12	£15.80		
Age 13	£15.80		

Polo-shirt with logo:

Size	Unit Price £	Quantity required	Total price £
Age 5/6	£6.70		
Age 7/8	£6.70		
Age 9/10	£6.70		
Age 11/12	£6.70		
Age 13	£6.70		

School tie:

Size	Unit Price £	Quantity required	Total price £
39 inch	£3.20		
45 inch	£3.50		

TOTAL ORDER VALUE	£
CHEQUES TO BE MADE PAYABLE TO ST MARK'S C.E JUNIOR SCHOOL	



Year 4 says...

“The teachers make learning fun and support us with our work giving us the time we need. They allow us the independence to make our own choices on how to present and organise our work. This responsibility will help us later on in life and enable us to make correct choices in the future.” Iwan, Jacob, Charlotte and Lucie.



STEP 5: Music Tuition

St Mark's Church of England Junior School

Dear Parents

We are now arranging music tuition for September 2015. If you would like your child to receive instruction in playing a musical instrument, please register your interest by completing the tear-off slip and return to school by Friday 26th June. Gloucestershire Music provide an Instrument Hire Scheme. If you wish to hire an instrument, please complete the form available from Reception and send directly to the Colwell Centre. Bursaries are also available (if eligible) for funding of instrument hire.

Once we have received your completed slip, we will forward this on to the appropriate music teacher, who will then make direct contact with you. Additional information on lessons and charges is provided by each Music Teacher and this is also available from Reception.

If you require any help for bursaries or the general provision of music tuition, please contact Mrs Allen at the school.

Below are charges for the lessons each term (based on 10 lessons).

Instrument	Cost per term	Music Teacher Contact Details
Piano/Keyboard/Violin (individual 15 minutes)	£75	Mrs Nia Bennett 07929 072282
Piano/Keyboard/Violin (individual 20 minutes)	£100	
Piano/Keyboard/Violin (individual 30 minutes)	£150	
Piano/Keyboard/Violin (paired 20 minutes)	£50	
Violin (group x3 30 minutes)	£50	
Guitar (individual 15 minutes)	£75	Mr David Meade 7967 814659
Guitar (paired 20 minutes)	£46	
Guitar (group x3 25 minutes)	£46	
Trumpet/Trombone/Cornet (individual 15 minutes)	£75	Mrs Maureen Currie 07717 805988
Clarinet/Flute/Saxophone		
Trumpet/Trombone/Cornet (paired 20 minutes)	£50	
Clarinet/Flute/Saxophone		
Trumpet/Trombone/Cornet (group x3 30 minutes)	£50	
Drums (individual 20 minutes)	£90	Mr Stewart Elwin 01285 861304
Ukulele (group max 10 pupils 30 minutes)	£40	Mrs Sarah Kelly 07855 129095

Register of Interest

Child's name:

Class:

I would like my child to start/continue music tuition to play the following instrument:

Parent's Contact Details (to be forwarded to the Music Teacher):

Name:

Mobile:

Phone:

E-mail:

Signed: Parent/Guardian

Date: [ ]/[ ]/[ ]

Cheques need to be made payable to ST MARK'S JUNIOR SCHOOL  
Please note that prices are subject to change.







**STEP 6: School Permissions**  
**St Mark's Church of England Junior School**

**\*Home/School Agreement**

I have read and agree to support the statements in the Home/School Agreement. YES ☐ NO ☐

**Images and Names**

I give permission for my child's image/name to be used in school material and in media coverage of the school. YES ☐ NO ☐

**\*ICT - Acceptable Use Agreement**

I have read and agreed to support the safe use of ICT throughout the school. YES ☐ NO ☐

**\*Cycling to School**

I have read and agree to the statements in the Cycling to School Policy. YES ☐ NO ☐

**Local Visits**

I give permission for my child to leave the school premises, with supervision, for educational purposes within the local area.

This may include walking, coach or car travel. YES ☐ NO ☐

**Emergency Treatment**

If the school is unable to contact me, I give consent for the teacher in charge to act in loco parentis and authorise any emergency treatment necessary. YES ☐ NO ☐

\*Documents can be located on the school website or are available from Reception.

Signed by Parent	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Full Name (printed)	
Name of Pupil (printed)	



**Year 5 says...**

"There are many opportunities to help us build our confidence and speak in front of others. We are always amazed by how much we learn every year and how interesting our topics are. The teachers set challenging work and motivate us to do the best we possibly can. The staff treat all the children fairly and work hard to help prepare us for secondary school." Martha, William and Darcy.

**Key Information**

**What are our school times?**

Playground supervision starts at 8.40am. Children should not arrive any earlier. The whistle blows at 8.50am for the children to line up in the playground and go into class.

There is a morning break from 10.25am – 10.40am and morning school ends at 12.30pm.

Afternoon school begins at 1.30pm and ends at 3.15pm. There is no afternoon break.

**Uniform**

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. Jackets, polo shirts and ties can be ordered from the school office using the Uniform Order Form. The school colours are navy blue with gold. Please ensure all clothing has your child's name written on it, so that it can be returned if misplaced.

Girls' shoes should be an appropriate height. If heels are too high there is a danger to health and safety. Such shoes are discouraged, and if they are considered dangerous then parents would be informed and advised accordingly.

**Girls**

- Grey skirt or pinafore dress, straight or pleated, of appropriate length
- Black or grey trousers, of appropriate style
- White blouse
- Navy blue tie with gold diagonal stripes
- Navy blue cardigan or V-neck pullover
- White polo shirt (Summer term only)
- Navy blue striped or gingham dress optional (Summer term only)
- White socks (no trainer socks) or black, grey or navy tights
- Traditional shoes or sandals (no trainers)

**Boys**

- Black or grey trousers, of appropriate style
- White shirt
- Navy blue tie with gold diagonal stripes
- Navy blue pullover
- White polo shirt (Summer term only)
- Grey shorts optional (Summer term only)
- Traditional shoes or sandals (no trainers)

**P.E kits for boys and girls**

- Blue shorts and white t- shirt
- Tracksuit (optional) but children will be outside in the colder weather
- Pumps (indoor P.E); trainers (outdoor games)

**Jewellery**

The only jewellery permitted in school is a watch and one pair of stud earrings. For safety reasons no jewellery is allowed during PE, games or swimming lessons. If ears have just been pierced and earrings are not allowed to be removed, then micropore tape must be used to cover the stud.

**Hair and make-up**

Extreme haircuts and/or colours are not allowed at school and neither is the wearing of make-up and nail varnish.

**Food in school**

We provide daily, hot and healthy school meals, with vegetarian options, prepared for us by 'Edwards and Ward' at their Shurdington kitchen.

**Free school meals**

To receive free school meals, families need to receive the following for their child to be eligible: income support, job seekers allowance, child tax credit, or be asylum seekers or refugees. For more information, please contact the school office. All applications are treated confidentially.

**How to order school meals**

We use a 'Traffic Light System' to order your child's specific meal choices from the menu. The first meal choice is the red option, second amber and third green. Order forms are available from the school reception or our website.

Meals are ordered each morning by 9:15 a.m. If your child is absent, or would prefer to bring a packed lunch that day, the meal can be cancelled so long as you inform the school before 9:15a.m.

**How to pay for school meals**

You pay online for school meals using 'Parentpay'. Please ensure that you have enough credit in your account for the meals to be ordered.

If you have any questions, please contact Mrs Manners on Reception and she will be more than happy to help.

**Packed lunch**

For those children who do not want a hot school meal, they are welcome to bring a healthy packed lunch. A snack may also be brought for morning break or a small sum of money to purchase an item such as a cereal bar or fruit juice from the school tuck shop. **Please note:** no peanut products are allowed.

**Cool Milk at School**

We work in partnership with 'Cool Milk at School' who provide milk on a daily basis for a nominal charge. Children also have access to fresh water every day from the plumbed-in water coolers in each classroom. Only water can be consumed in class.



# Frequently Asked Questions

Here are our answers, to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

Government regulations make it necessary for the school to keep a record of absences, with reasons. If your child is absent, please telephone the school before 8.45a.m so we are assured your child is safe. As we operate a ‘first day calling’ policy, should we not hear from you we will endeavour to make contact to establish the reason for absence.

Parents must ensure pupils are punctual to school to ensure children make a smooth, settled start to the day. Late arriving pupils must be accompanied to reception by the parent for registration. This will be recorded as ‘L’ in the school register and monitored by the In-house Attendance Officer.

**If you are aware beforehand that your child will be absent on a certain day e.g. to attend a dentist or clinic, please send a note to the class teacher so that the absence can be authorised by the Head Teacher.**

## Clubs

Children are able to join in extra-curricular activities, including:

- rugby
- football
- choir
- orchestra
- recorders
- netball
- gymnastics
- homework
- jazz dance
- cross country
- rounders
- athletics
- tennis
- archery
- cookery
- knitting
- gardening
- hockey



## Seek permission

We will always seek your permission for any activity that takes place after school. If we are playing sport at another venue parents need to make arrangements to transport their own children or ask another parent. It is the parents’ responsibility for ensuring appropriate arrangements are made for your child to return home from school.



## Holidays

In keeping with government policy, unless circumstances meet certain exceptional criteria term-time holidays will not be authorised. However, where term-time holidays are unavoidable, please complete a ‘Leave of Absence Form’. Please note that holidays taken exceeding ten school days in any academic year will be automatically deemed as unauthorised to comply with regulations.

## Educational visits

For children in Years 4, 5 and 6 we provide an opportunity for a residential visit in the Spring or Summer Term. For example, recently Year 4 visited St Briavel’s Castle in the Forest of Dean for three days, taking part in an ‘Invaders and Settlers’ package. Year 5 recently visited the Pioneer Centre in Kidderminster for outdoor pursuits, and Year 6 pupils visited France where they had the opportunity to explore some of the sites from WW2 to support their history topic.

Throughout the year local visits are arranged for all year groups to complement their studies. Any school visit which extends beyond normal school hours is always publicised and parents are informed in advance.

## Special Educational Needs and Disabilities

The school recognises that for some children, their individual needs become Special Educational Needs and Disabilities. In order to identify and meet these Special Educational Needs and to ensure the best outcomes are achieved for each child, school works closely with parents and follows the guidelines set out in the SEN Code of Practice 2014. It is our aim that pupils leave our school as confident individuals equipped to cope to the best of their ability with the challenges of the next steps in their learning.

If you require further information about the provision for SEND in the school please refer to the Local Offer which can be found on our school website. For any additional information please contact the Special Educational Needs and Disabilities Co-ordinator (SENDCO) Mrs Sally Lane.

## Charging policy

Education is provided at the school without compulsory charges to parents. It is a principle which our school supports. A vast majority of activities will be subsidised by the school with funds received from the Local Authority and other available grants. There are however, some valuable educational activities which the school cannot provide without seeking some financial support from parents.

- School Visits: where the visit occurs during school time, there will be no compulsory charge but voluntary contributions will be invited. Full charges may be levied for visits occurring out of school hours or for the board and lodging cost of any residential activity.
- Bursaries: parents in receipt of Income Support, Job Seekers Allowance, Child Tax or Working Tax credits may be entitled to apply for a bursary. (Please see Mrs Allen in the office for further information). The Governing Body will allocate an amount of money each year to cover bursaries - up to 30% of the total cost, with a maximum allowance of £75.00 per pupil, to support school residential visits.
- Peripatetic Music Tuition: a charge is payable directly to the peripatetic music teacher by parents, for tuition during school hours. A charge for the hire of musical instruments, if used in individual or small group tuition, is provided by the Gloucestershire Music Centre and the hire charge is payable directly to them.

## Medicine in school

Children may need to take medicines during the school day. This will normally be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent from school.

It is good practice to support and encourage children to take responsibility for managing their own medicines. All medicines that are brought into school must be handed in to reception by an adult and an administration of medicines form completed. This will detail the name of the child, the dosage and the time the medicine should be taken. Please note that we do not have the facilities to store medicines safely in a fridge.

## Epi-pens

Epi-pens are stored in a named container with the child’s health plan in the cupboard in the Admin corridor. If the child has been prescribed more than one Epi-pen, a second one is stored in the child’s classroom. A written health plan form is required. Copies are kept with the Epi-pen(s), in the medical file and also given to the class teacher to be displayed, so that all staff are aware.

## Asthma Inhalers

To allow for quickness in the event of an emergency, asthma inhalers are stored in the child’s classroom. A written health plan form is required. A copy is kept in the medical file and also given to the class teacher.

## Sickness during the school day

When a child becomes unwell during the school day, they are sent to reception where they are monitored. If it is felt that the child needs to go home, the parents are contacted. This is only done on the authorisation of the Head Teacher or SMT.



# Working with parents

## Parental involvement

The school recognises the value of parental and community involvement and as such parents are always welcome to help in school. We always like to include parent helpers on educational visits.

## Newsletter

Weekly communication is made with parents via the school’s Friday newsletter. All children are given a hard copy to take home and it is also available on our website. Spare copies are available from the carousel in the Reception.

## Emergency arrangements

To communicate last minute information such as emergency school closure, cancelled clubs or a late return of a school trip, we use a text messaging system called ‘Teachers 2 Parents’.

Should the school have to close due to inclement weather or unforeseen circumstances we will also contact the Local Authority who in turn will contact local radio stations with information. The web address to view the list of schools that are closed is <http://www.gloucestershire.gov.uk/closed-schools>. In addition, the school’s website will also have up to date information on the homepage. The web address is: [www.stmarksjunior.com](http://www.stmarksjunior.com).

It is vital therefore, that parents keep the school informed of any changes to home telephone, mobile and emergency numbers, so that we can contact you as and when necessary.

## Talking with your child’s teacher

In the Autumn Term a report card is issued with key data. This is discussed during the Parents’ Evening. In the Summer Term a full report commenting on effort and achievement in all subject areas is issued, with the opportunity to attend an optional Parents’ Evening. However, parents are free to make an appointment to see their child’s class teacher or the Head Teacher at any time throughout the year.

## Reports

In the Autumn term, a report is issued with a grade for effort and achievement in the core subjects and all subjects in the Summer Term. These are given out prior to parents’ evenings. The meetings give parents the opportunity to discuss the child’s report and progress at school. However, parents are free to make an appointment to see their child’s class teacher or the Head Teacher at any time throughout the year.

## Curriculum meeting

At the beginning of each term a curricular meeting is held to outline what the pupils will be learning in the forthcoming weeks. A ‘Book-Look’ is also held on the first Wednesday of every month, to allow parents to look through their child’s work with them and speak to the class teacher with any concerns.



# Governing Body and Policies

The Governing Body is totally committed to the education of the children at St. Mark's and takes an active part in the life of the school. They meet at least once a half term and work with the Head Teacher and staff to set high standards, agree on values and decide upon targets for further school improvement.

Foundation governors are appointed by the Diocesan Board of Education, after consultation with the West Cheltenham Team Ministry Parochial Church Council. The role of the foundation governors is to preserve and develop the Christian character and ethos of the school.

- Committees focusing on specific areas of school include:**
- Standards and Communication
  - Staffing
  - Finance and General Purposes.
- The Governing Body comprises of:**
- 1 parent governor
  - 1 LA governor
  - 4 staff governors
  - 8 foundation governors.



## Chair to the Governors

- Rev'd S Bowen

## Vice Chair

- Mr A Hill (Foundation)

## Clerk to the Governors

- Mrs S Stone

## Foundation Governors

- Mrs J Champion
- Mrs G Southam
- Mrs J Oldroyd
- Rev'd T Welch
- Mrs S Hayward

## Ex Officio

- Mrs L Bailey (Headteacher) (Staff)

## Gloucestershire County Council LA Representative

- Vacancy

## Staff Governors

- Mr A Sim
- Mrs D Manners
- Mrs L Whale

## Parent Governor

- Mrs M Gladwin

## Associate Member

- Mrs Mrs S Boreham

# Term Dates 2015-2016

## Autumn 2015

Thursday 3rd September School re-opens  
Wednesday 21nd October School closes for Half Term  
Monday 2nd November School re-opens  
Friday 18th December School closes for Christmas

## Spring 2016

Monday 4th January School re-opens  
Friday 12th February School closes for Half Term  
Monday 22nd February School re-opens  
Thursday 24th December School Closed for Easter

## Summer 2016

Monday 11th April School re-opens  
Tuesday 3rd May School closed for Inset Day  
Friday 27th May School closed for Half Term  
Monday 6th May School re-opens  
Wednesday 20th July School Closed for Summer

## Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or Special Educational Needs and Disabilities policy, before deciding whether to apply for their child to attend the school.

If you want to know what policies we have, you can either call the school reception or go online to [www.stmarksjunior.com](http://www.stmarksjunior.com)



## Key policies

Some of our key policies are:

- SEND Policy
- Admissions
- Behaviour Policy
- Anti-Bulling Policy
- Sex and Relationships Education Policy
- RE Policy and Collective Worship
- Managing Medicines. First Aid in School
- General Complaints
- Complaints against the Curriculum
- School Uniform Policy
- Homework Policy
- Teaching and Learning Policy
- Curriculum Policy
- Charging & Remissions Policy
- Safeguarding Policy



**Year 6 says...**  
"We use the FACE, 'Friendship, Achievement, Commitment and Enjoyment' as our values for life in school. We have many trips which support our learning in all years and there are several residential trips. We are given responsibilities which help to boost our confidence and encourage us to work as part of a team. There is a strong competitive spirit where we all try to achieve the best we can, supporting each other." Bethany, Victor, Sonia and Declan.





## Our Values

- To ensure the Christian values and beliefs pervade the ethos and curriculum.
- To deliver a broad based curriculum that provides a challenging and stimulating environment for children to achieve their maximum potential and which nurtures respect for healthy competition.
- To raise our profile and standing within the local community.
- To provide a range of extra curricular activities to further develop children's interests.
- To develop each child's self-esteem and confidence through rewards, praise and positive reinforcement.
- To recognise and listen to the voice of each and every child.
- To instil in the children the importance of good manners and showing respect for others.
- To encourage the continuing professional development of all staff to enable the school to move forward.
- To place great emphasis on effective communication systems and supportive relationships with all stakeholders. To work with the Governing Body as a partnership.
- To treat all children fairly through consistent application of school rules, policies and regulations.



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