



St John's Meads C of E Primary School

Interim Headteacher: Mrs Debra Turner
Chair of Governors: Mrs Linda Caroe

About our school

Reception Class: Miss Chloe Lever
Year 1: Miss Jess Pope
Year 2: Mr Robert Newlands
Year 3: Miss Lucy Tullett
Year 4: Miss Harriet Mackie-Savage
Year 5: Miss Jade Murphy
Year 6: Miss Hannah Brooks

SENDCo: Ms Sally McGinty

School Business Manager: Mrs Caralynne Ledingham
School Secretary: Mrs Lisa Newton-Brown

School Address:
St John's Meads Church of England Primary School
Rowsley Road,
Eastbourne
BN20 7XS

Email: office@meads.e-sussex.sch.uk
Tel: 01323 730255
Fax: 01323 412697
Website: www.meads.e-sussex.sch.uk

Please do not hesitate to contact the school office if you can't find an answer to your question here. The information held here is correct as of October 2017.

The School

St John's Meads is a one-form entry Primary School for children aged from 4 – 11 years

Foundation Stage and Key Stage 1 (KS1) Infant classes are Reception, Year 1 and Year 2

Key Stage 2 (KS2) Junior classes are Year 3, Year 4, Year 5 and Year 6

The School Day/Timetable

The school day begins at 8.40am and registers are closed at 9.00am. The playgrounds are open from 8.40am onwards and children can come in to school from 8.40am to be registered. (Please see additional information about our Breakfast Club).

8.40am to 8.50am	Children enter school to register via playground/doors
08.50am	Playground doors & gates are locked – use front door to access.
9.00am	Registers closed (children arriving after this time will be marked Late)
10.15 – 10.30am	Playtime
12.00am - 1.00pm	Lunchtime for Infants
12.10pm - 1.10pm	Lunchtime for Juniors
3.pm – 3.20pm	Assembly
1.10pm - 3.25pm	Afternoon Session
2.35pm – 2.50pm	Playtime for Infants only
3.25pm	School ends

Communication

Parentmail <https://pmx.parentmail.co.uk> We aim to keep printing and stationery costs down and send most of our letters and our weekly newsletter to parents via Parentmail®. Parentmail is an online home-school information website and parents encouraged sign up when their child starts school. Copies of all letters sent home with the children are kept in the school office, so parents can check if there is anything they have missed. Our weekly newsletter and copies of letters are uploaded to our Noticeboard on the school website <http://www.meads.e-sussex.sch.uk/stjm/newsletters/>

St John's Meads Official Facebook Group

We launched an official Facebook group to act as an additional communication tool between the school and parents. For safeguarding reasons, it has been set up as a **“Closed Group”** and therefore can only be seen by those who have been added to the group. To join the group please follow this link, <https://www.facebook.com/groups/1088221614558523/> and then click on the green icon that says **join group**. Your request goes to Mr Robert Newlands ICT Coordinator to be accepted. Once part of the group, you will receive a notification whenever there is an update on the page. Please note that all posts are subject to E-safety and Social Media Policy checks. All posts go through an acceptance stage before being permitted to go online. We request that parents/carers do not use the school Facebook as a communication tool for personal use. If you have any questions, please direct them to the school office/class teacher or Headteacher.

What do I do if my child is ill or has a medical appointment and will not be in school?

Please email office@meads.e-sussex.sch.uk or telephone 01323 730255 the school office before 9.30am if your child is ill and will not be attending school. This applies for each day of absence, not just the first day. We ask that parents aim to make non urgent appointments outside the school day when possible.

Do you have a Breakfast Club?

Early Birds-Breakfast Club opens at 7.50am and costs £3.25 per session (£3.50 for last minute bookings); this includes a healthy breakfast, activities and fully trained staff to supervise the children until 8.40 am when they are able to join their friends in the playground.

What if I am late for school or at collection time?

If your child arrives late to school they will receive a **Late** mark and be marked as present when they arrive. Children must report to the office and sign in on arrival at school. A reason for the lateness and minutes late will be recorded in the Late Book and recorded in the register. Attendance Reports are sent termly to the local authority and monitored by the School Behaviour and Attendance Service.

Please telephone the school office if you know your child is going to arrive late. This will help us with registration and the booking of school lunches.

School finishes at 3.25pm, if you are going to be late collecting your child, please telephone the school office in plenty of time, so we can get a message to your child and avoid them becoming anxious.

Late Birds:

All sessions can be booked online on <https://pmx.parentmail.co.uk>

As this is an extended service we will have more staff, more choice of activities, time to do games, arts and crafts and library time. Please note that we aim to encourage parents to pay online using our online system to avoid last minute cash payments to the office.

Session 1

3:25 - 4:15pm the cost is **£3.25 if paid online £3.50 if cash is paid**. Children will receive a snack and drink. Children need to be picked up at 4:15. If they are picked up later than 4:30 the higher rate will be charged.

Session 2

4:15 – 5:30pm if your child is at a school club/activity and you wish them to join Late Birds for the second session, the cost will be **£3.25 if paid online £3.50 if cash is paid**. We will collect children who attend after school clubs and take them to Late Birds and provide them with their snack. Collection can be anytime between 4:15 and 5:30, however it should be no later than 5:30 as this is the time that school closes.

Whole Session

3:25 -5:30pm if you wish your child to come to the whole session they will be looked after and be provided a snack and drink for the cost of **£6.50 if paid online (£7 if cash is paid)**. They can be collected at any time but **no later than 5:30pm**.

Can I withdraw my child from learning during term-time?

It is not a statutory right for parents to take a child out of school during term time, and withdrawal from learning during term time is normally unauthorised. The school is legally bound to report all absence, authorised and unauthorised. If it is unavoidable, a **withdrawal from learning form** should be completed (at least 14 days in advance), giving details of any exceptional circumstances. However, we would point out that absence during term time can cause difficulties, both for the children in missing work and for the teachers in helping them to catch up when they return. A penalty notice can be requested by the school and may be issued by the ESBAS (Education, Support, Behaviour and Attendance Service) for all unauthorised withdrawal from learning in term-time of 10 sessions/5 days or more absence.. The penalty is £60 if paid within 28 days of receipt of the Penalty Notice (assumed as 2 working days following the Notice or £120 if paid after 28 days but within 42 days of receipt of the Notice. Fines are issued to each parent for each child. <https://www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/>

What time is Assembly?

10.00am every day. Visiting Ministers take assemblies weekly (Monday), we have Family Communion 3 times a year and parents are welcome to join us for assemblies. We have a special assembly on Fridays when children's achievements are celebrated and we invite parents in to class assemblies regularly.

What Religious Education will my child have?

We have our own framework, based on a combination of the frameworks of ESCC and the Diocese of Guildford. The majority of work is based on Christianity, but we also include other religions and their festivals to give children a broad and balanced view.

What do the children do at playtimes?

The infants and juniors have playtime together at 10.15am. During summer months, lunchtime play is often on the school field. If it rains, we have 'wet play', when children remain in their classrooms and play games, supervised by the MDSAs (Midday Supervisor Assistants), with assistance from classroom monitors from the upper junior classes

What is the level of supervision at playtimes and lunchtime?

There are 2 adults on duty at morning playtime and 1 at afternoon playtime when only KS2 children are at play. At lunchtime MDSAs (Midday Supervisors) during their meal and then supervise them in the playground or school field. Teaching staff are also available for support, on a rota basis. All MDSA staff have Emergency First Aid training and there are a number of staff in school who are fully qualified First Aid at Work first aiders.

Can my child eat at playtime?

KS1 (infant children) are offered free fruit/vegetables as part of the Government scheme.

We encourage healthy eating and suggest children bring a piece of fruit and still water for their mid-morning snack. We also like children to have a bottle of water with them so they can drink regularly during the day

without having to leave the classroom and possibly disrupt a lesson. **Please do not put any nut based foods in your child's lunch box or break time snack. Some children can have a severe reaction to nut based foods resulting in anaphylaxis.**

<http://www.nhs.uk/Livewell/5ADAY/Pages/Schoolscheme.aspx>

Is my child entitled to free school milk?

Every child under 5 is entitled to free school milk. If your child is over five, they are entitled to subsidised milk. You can register online at www.coolmilk.com or collect a form from the school office and post it to Freepost Cool Milk. https://customers.coolmilk.com/manage/Parent_Child_Registration.php

School Lunch www.parentpay.com – although all children are entitled to a free school meal until they reach Year 2, we ask that parents book their child's meal online via the ParentPay system. When your child starts school, you will be given details of an activation code which will enable you to set up the access to Parent Pay. We will be happy to assist you in setting up your account.

How much is a school lunch?

School lunch currently costs £2.10 (July 2017) for Year 3, 4, 5 and 6 (Key Stage 2)

What if my child is entitled to a Free School Meal?

All children in Reception, Year 1 and Year 2 are entitled to a free meal every day. You may also be in receipt of one of the following benefits listed below which may mean that your child is also eligible for financial support to the school through the pupil premium. The Pupil Premium is additional funding given to schools so that they can support particular groups of pupils who are known to be at risk of underachievement and close the attainment gap between them and their peers. The Pupil Premium is allocated to schools for pupils, in Years R to 11, that are known to be eligible for free school meals (FSM) or who have been eligible for FSM in the past six years (Ever 6).

Free School Meals can be provided to parents or carers if they are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income.

Children will continue to receive free school meals if they meet the existing eligibility criteria and are in receipt of full-time education or education both before and after the lunch period.

<https://admissions.eastsussex.gov.uk/Enrol/Website/default.aspx>

What do I do if my child is not eating their lunch?

We do not make children to eat anything they do not like, but we encourage them to eat as much as they can.

What do I do if I think my child is being bullied?

All our children are encouraged to speak to an adult in school if they are upset over any behaviour towards them, so that immediate action can be taken. If you have any concerns, you should initially speak to the class teacher, who will be able to investigate and take appropriate action. Equally, if we have concerns about a child's behaviour towards other children, we will inform the parents and work together to find a solution.

Do you have a School Nurse?

Kent Community Health NHS school health team will automatically offer your child a hearing, vision, and growth assessment within your child's first year of full-time education. The school nurse works closely with staff at school and sometimes may need to share information about your child in order to provide the best possible support for them.

School Uniform

Is school uniform compulsory?

Yes, we are proud of our school uniform and parents are asked to support us by ensuring their children adhere to and maintain our standard of dress. Many uniform items are available from the school office, and

others can be bought at any department store. School uniform is available to order online via <https://pmx.parentmail.co.uk> we have an order form which is available from the school office. We do sell uniform at the school office during the school day but please avoid the start of the school day.

How can I pay for school trips and uniform?

<https://pmx.parentmail.co.uk> A username and password is issued to all parents who have signed up to Parentmail®. To use the pay online system for the first time you will need to use the Activation Code. If you still need to pay by cash or cheque we can still accept these but please bear in mind, we do not change cash at the school office.

Is there a School Council?

The School Council is elected by their peers at the beginning of Term 3.

How do I monitor my child's progress?

There is regular classroom assessment as well as formal Local Authority and school based assessments. If the teacher has concerns about any child, they will adapt work and provide extra support. The Special Educational Needs & Disability Coordinator (SENDCo) – Ms Sally McGinty will provide advice and support, and a child may then receive extra help, possibly from outside agencies. A child may also be withdrawn to work in small groups (intervention) if the teacher feels they need extending in a curriculum area.

When can I see my child's work?

Children's work is displayed in the classroom and around the school, and some is taken home at the end of each term. We also have formal parent consultations in Term 2 and Term 4 when parents can discuss their child's progress with the class teacher. Parents are always welcome to make an appointment to speak to their child's class teacher at any time during the school year. Please contact the school office to make an appointment with your child's teacher.

What are SATs?

SATs are Standard Assessment Tasks – activities undertaken by children towards the end of Year 2 and Year 6. They are an indication of a child's performance and include tests in English and Maths. Science is assessed by teacher assessment.

How can I become a volunteer at the school?

We hold a Volunteer meeting at the beginning of every term and all prospective volunteers are given a copy of the Volunteer Policy which includes the Volunteer Agreement. Everyone who volunteers at school must have a DBS (Disclosure and Barring Service) clearance before volunteering in school. If you have time to spare, and would like to be involved in the daily life of the school, you can offer to help in a class on a regular basis, perhaps one morning or afternoon per week, helping with curriculum subjects, school trips and visits, walking to swimming lessons, sports events etc.

Join the PTA

The PTA organise events to raise funds for school resources. The Christmas Fayre, Summer Fayre and events throughout the year are organised by a team of parents who aim to raise funds. The PTA are always welcoming to new parents and parents who would like to give up a little of their time and bring their expertise to the fundraising events at the school. Please contact the school office if you are keen to volunteer your help or would like to be a Class Rep.

Parent Forums:

Parents are welcome to put forward suggestions for a Parent Forum topic for discussion which is held termly. We encourage our parents to attend these forums as they play an important part in the School Development Plan for our school.

How can I find out more about the Governors and their role in the school?

Mrs Linda Caroe is the Chair of Governors. The Governing Board exists to promote and protect the interests of the school and its pupils. It is responsible for monitoring the school's effectiveness and striving for improvement. Governors include foundation governors, appointed by the Church, teachers, local authority and county representatives, and elected parents. They delegate management of the school to the Headteacher, and provide advice and support. Follow this link to find out more about the Governing Board. <http://www.meads.e-sussex.sch.uk/stjm/the-governing-body/>

How do I access School Policies?

School Policies are available on **the school website**. All policies are available in hard copy from the school office by request. <http://www.meads.e-sussex.sch.uk/stjm/policies/>

How can I access data and information held about my child?

All families are given a copy of the Privacy Notice when their child joins the school and a copy is available on our school website. You can ask to see information we hold and share about you and you will need to contact the Headteacher in the first instance. If you need to know more about how East Sussex County Council and the DfE store and use your information please contact them.

www.eastsussex.gov.uk/dataprotection