



Frequently Asked Questions

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

School Organisation

	Staff	Staff	Staff
SLT & Safeguarding Team DSL(s)	Katherin Weeks, Headteacher (DSL)	Robert Newlands Acting Assistant Headteacher (DSL)	Sally McGinty SENDCO (DSL)
Class/Role	Teacher	Support Staff/TA	HLTA/INA
Reception Class	Chloe Lever	Chrissy Grout Annette Linsell	
Year 1	Molly Phipps (NQT)	Louisa Capon	Lucy Kinniburgh INA Adriana Domurad-Staniford INA
Year 2	Robert Newlands 3 days Gemma Henson 2 days	Liz Avery	
Year 3	Lucy Tullett	Brenda Riddle	
Year 4	Carol Wood	Lesley Barratt	
Year 5	Harriet Mackie-Savage	Emma French	
Year 6	Emily Teager	Maja Poulsen	
HLTA	Maja Poulsen		
Spanish	Liz Newing - Friday		
PPA Music & Music Worship	Ellie White - Tuesday (Wed pm)		
PPA Art	Karen Wintle Tues/Wed (pm)		
Children and Families Leader (St. John's Church link)	Kim Leach Tues 8.30am - 4pm Wed : 8.30am - 1pm Friday : 8.30am - 1pm		
Speech/Language Interventions		Ellie Holbrook	
Dyslexia Interventions		Emma French	
Administration/Site	Staff	Staff	Staff
Business Manager		Caralynne Ledingham	
Secretary/Admissions Manager		Lisa Newton-Brown	
Caretaker level 3 Caretaker Caretaker (pm)		Brian Jones Gaye Pelling Kenny Pelling	
Part-time Secretary		Louisa White	
Breakfast Club/Late Birds/ParentPay Assistant		Alicja Chruslinska	

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). Children must not be left in the playground before 8.40am unattended.

School finishes at 3.25pm and children are to be met at their meeting points.

End of Day (3.25pm)

Class teachers/Support Staff are responsible for ensuring that the children in their classes have been collected and left the school premises safely. Teachers/TAs/Supply teachers meet parents/carers to hand over children.

- Reception Class leave by their outer classroom door to meet parents at black gate to the play area.
- Year 1/Year 3 meet parents at top of steps next to school hall.
- Year 2/Year 4 meet parents at top of steps outside Y2 classroom.
- Year 5/6 meet parents in playground outside Y6 door.

Children not collected by 3.25pm should be brought to the school office.

If no message has been received by the school office prior to collection, the parent/carers will be contacted.

Parents are expected to notify the office if alternative collection arrangements have been made. A 'collection of children' form should be completed in advance or a message left in time to notify the child's class teacher.

If you are unsure of the collection arrangements made, please bring the child to the school office.

Permission to walk A permission to walk form must be completed by the parent/carer and a copy retained in the classroom to ensure that all staff know that the child is able to leave school independently. This is normally Y5/6 pupils.

School Day	Time	
School begins	8.40am -8.50am (early work)	Registration closes at 9.00am
Morning Session	9.00am	
Assembly	9.00am daily	
Morning Play A bell is rung to signal end of playtime, children line up and are met by teachers to come back in to classroom	10.30am – 10.45am	
Lunch KSI & KS2 MDSAs responsible to ring bell/blow whistle for end of lunchtime play. Children line up and are met by teachers to come back in to classroom promptly.	12noon – 1.00pm	
Afternoon session	1.00pm – 3.25pm	
Afternoon Play KSI only	2.30pm – 2.45pm	Flexible time

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 is posted on the school Noticeboard and on the school <http://www.meads.e-sussex.sch.uk/friday-update/>

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?

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 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 10.30am. 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 KSI 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?

KSI (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 <https://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 (June 2018) 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:

- **Universal Credit** – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- **Income Support**
- Income-based **Jobseekers Allowance**
- Income-related **Employment and Support Allowance**
- Support under **Part VI of the Immigration and Asylum Act 1999**
- The Guaranteed element of State **Pension Credit**
- **Child Tax Credit** only, if your annual household income (assessed by HM Revenue & Customs) isn't over £16,190. Anyone getting **Working Tax Credit** won't get free meals regardless of income
- **Working Tax Credit run-on** – paid for 4 weeks after you stop qualifying for **Working Tax Credit**
- **Apply for free school meals online**

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.

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. The Flu Vaccination Programme will be available in November 2018.

Medical Conditions

- Medical Alert Posters are created and displayed in the first-aid room/classroom/school kitchen for children with medical conditions/allergies/dietary requirements
- Epi-pens, asthma inhalers/epilepsy medication is normally kept in the first-aid room.
- First-aid bags are used for ease of transport to the field playground/offsite
- Children who have epi-pen usually have two and one may be in the classroom or the pupil may keep the epi-pen on their person.
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Medication

All medicines brought into school by children must be logged in at the school office.

- Parents **must** sign a medical form (available in the office), giving details of the medicine and instructions for dosage.
- Medicine must only be administered by a trained member of staff and the log completed at the time of the dose given
- Medicine **will not be administered** if parents have not completed a medical form.

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> and 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.

Lost property

Children should be reminded frequently that items of value brought to school (this includes toys, games, etc.) are their responsibility. Watches are worn at their owners' risk. Please ensure that all cloakrooms are left empty at holiday times, particularly the summer break, when the caretaker disposes of any lost property remaining after the first week of the holiday.

PE (Physical Education)

All children are required to wear school PE kit for lessons. Games and outdoor work will need warmer kit (footwear should be appropriate, particularly for the field and weather). Navy jogging bottoms and a school jumper may be worn over the PE Kit if the weather is cold. Children should be encouraged to do gymnastics in bare feet. Other PE activities require plimsolls (trainers are permitted for outside activities). If a child does not have their PE Kit they should not participate in the PE lesson and a 'phone call or letter must be sent to parents requesting their kit be brought to school.

Teachers should be informed of any foot health problems. In order to avoid the spread of infection, and to maintain cleanliness, children should not borrow plimsolls. Training shoes are not to be used for indoor games, particularly on apparatus, as children cannot feel the equipment under their feet. If a child is wearing trainers for medical reasons they must be non-marking soles.

- Children should not wear watches/earrings during PE lessons. Staff are not permitted to remove or insert ear studs (please use micropore tape to cover any ear-studs which cannot be removed)

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.

School Council

The School Council is elected by their peers at the beginning of Term 3 and regularly meet and take part in school community activities including fundraising, meeting visitors and pupil voice.

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?

School Volunteers and PTA

Regular support from parents/carers/volunteers is valued by the school in areas such as transport to and from outside activities, swimming, reading, art and craft, sporting activities etc. Please ensure that you check with all 'drivers' that the necessary forms have been completed and logged at the school office. All volunteers must have an 'interview' with the Headteacher and have completed a full DBS check before they commence volunteering duties within the class. Volunteers do not generally volunteer in the class of their own child. All volunteers should wear a name badge for ID and have a DBS before they can start to work alongside children in school.

The Friends (FMSA) 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. Fundraising events are currently organised by the school team with the support of Class Representatives.

Child Protection and Safeguarding

DSLs Katherin Weeks, Headteacher.

Robert Newlands, Assistant Headteacher.

Sally McGinty, SENDCO

Safeguarding Governor: Linda Caroe

All members of staff are responsible for the safety and wellbeing of the children. Teachers have particular responsibility for children in their class and they are responsible for supervising support staff, parents/carers volunteers who may work alongside children.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The Board of Governors

The Board of Governors is a part of the Leadership and Management of the school, supporting and challenging the Senior Leadership Team.

- Responsible for making the key strategic decisions and to set the school's strategic framework and to ensure all statutory duties are met.
- Ensure that the school has a clear vision for its future, and that a robust strategy in place for achieving that vision.
- Responsible for monitoring data and finance, admissions, special educational needs, performance management and school policies e.g., health and safety.

Governor	Role	Appointing Body	Term	Responsibilities
Linda Caroe	Foundation Governor	Diocese of Chichester	27/11/15 – 26/11/19	Chair of Governors, Chair of Admissions Committee, member of the Pay committee, the Ethos committee, the Finance and Resources committee, the Headteacher's appraisal panel, the Data & Curriculum Monitoring group, the Strategic Planning group. Safeguarding link governor and joint EYFS link governor
David Ibbotson	Foundation Governor	Diocese of Chichester	15/12/16 - 15/12/20	Vice Chair of Governors, member of the Ethos committee, the Headteacher's appraisal panel, the Strategic Planning group and Training link governor
Peter Boghurst	Foundation Governor	Diocese of Chichester	16/10/17 - 15/10/21	Foundation Governor
Anne McWilliams	Authority Governor	Local Authority	24/10/16 - 24/10/20	Chair of the Finance & Resources member of the Admissions committee, the Data and Curriculum Monitoring group and the Strategic Planning group

Governor	Role	Appointing Body	Term	Responsibilities
RevGiles Carpenter	Ex-officio	Diocese of Chichester	ongoing	Chair of the Ethos committee
David Hines	Foundation Governor	Diocese of Chichester	24/2/16 – 23/2/20	SEND link governor and member of the Finance & Resources committee
Christine Swanborough Nilson	Foundation Governor	Diocese of Chichester	5/9/16 - 5/9/20	Early Years link governor, member of the Data and Curriculum Monitoring group and Ethos committee
Katherin Weeks	Ex-Officio	Headteacher	1/9/18 ongoing	Headteacher
Dan van Kleeff	Parent Governor	Parent	7/17 – 7/19	Health and Safety link governor and member of the Finance & Resources committee
Clem Jackson	Foundation Governor	Diocese of Chichester	20/09/17 - 19/09/21	Member of the Ethos, Pay and Admissions committees and the Curriculum and Data Monitoring Group
Robert Newlands	Staff Governor	Staff	05/11/17 - 04/11/19	Staff Governor
Lydia Jourdain	Parent Governor	Parent	05/18 05/20	Parent Governor

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 GDPR 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

Right to be Informed

The school issues a privacy notice which explains what information the school is processing, the legal basis for this, the purpose of processing, who the information is shared with and other information required by data protection legislation. The current privacy notice is available on the school's website www.meads.e-sussex.sch.uk or on request from

The Headteacher, Katherin Weeks St John's Meads CE Primary School, Rowsley Road, Eastbourne BN20 7XS or office@meads.e-sussex.sch.uk
01323 730255

Data Protection Officer

Peter Questier CS.DPA@eastsussex.gov.uk

Office of the Information Commissioner

The Information Commissioners
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

website: www.ico.gov.uk