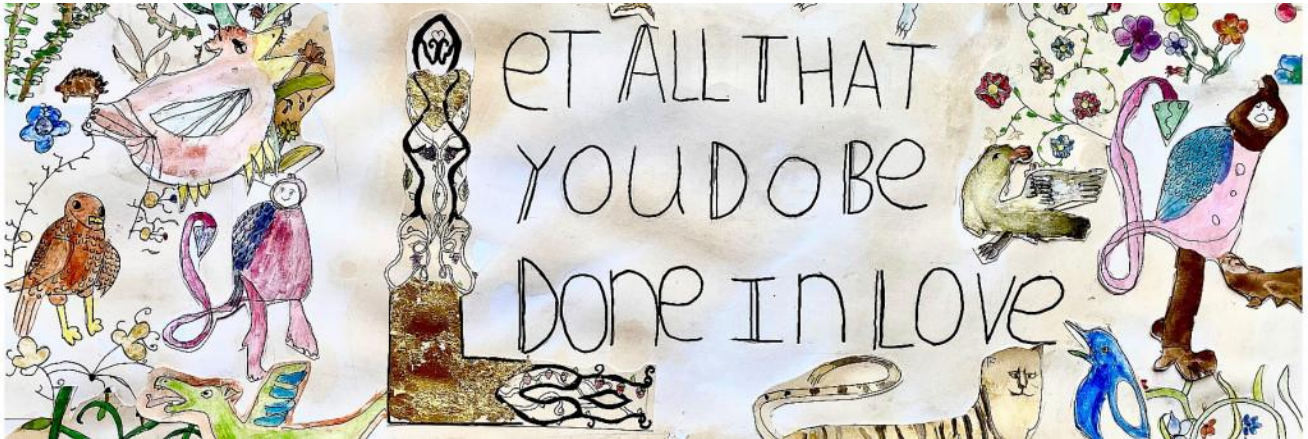




St Mary and St John Church of England Primary School

'Let all that you do be done in love'

1 Corinthians 16:14



Welcome Pack for Families at St Mary & St John Primary School

Welcome to St Mary & St John CE Primary school! Thank you for choosing our school for your child. We have a lot of information to share with you to help make your child's transition as smooth and enjoyable as possible.

Our Vision

“Let all that you do be done in love.”

1 Corinthians 16:14

As a Church of England Primary School, we are committed to making St Mary & St John an inclusive environment, fostering curiosity, spirituality, creativity and respect. At our school we want everyone to feel valued, to explore the joy of learning, and to **be the best that we can be**.

Our Values

Our core values:

Love – love of learning, love of others, love of the world around us.

Respect – developing positive relationships and a desire to protect the environment. We respect and value differences.

Empathy – through restorative approaches to relationships, we want to show kindness and compassion as we seek to understand others.

Courage – being brave as we model risk taking and mistake-making.

Aspiration – being ambitious in all we do, with no ceiling on learning.

Curiosity – through creative approaches, we are encouraged to ask questions, fostering a desire to explore the world around us, to develop our learning further.

Ethos

Children at St Mary and St John celebrate the richness of diversity within our school community. They are confident, empathetic, and resilient, able to take measured risks with a sense of self-belief. We strive to empower the children at school, motivating them in an environment where they feel valued and understand the power of being inquisitive. When they leave us, they will be enthusiastic life-long learners who are ambitious, courageous and able to build positive, healthy relationships.

January 2024

Dear Parents and Carers,

It is my pleasure to welcome you to St Mary & St John C.E. Primary School.

Everyone at St Mary & St John believes the children are central to all we do. All the staff work hard and encourage the children to develop a love of learning and achieve their full potential. Our Christian values are delivered through our vision, and guide us all to be the best we can be. The school is filled with laughter and there is a buzz of discovering new things and working together.

We see our parents as the primary educators of our children and with that in mind, we aim to work closely in partnership with you. All that we do in school requires support from home if we are to maximise your child's learning opportunities. Therefore, effective communication is essential. Should you have any worries or concerns, please do not hesitate to bring them to the attention of your child's class teacher. Equally, we are always delighted to receive comments when your child is particularly happy or has been excited and enthused by an aspect of school life.

Please visit our website which has lots more information and will give you a feel of our school.

We are always striving to improve the quality of education for our children at St Mary & St John, and we hope that you will become part of that vision.

Please take the time to visit us at St Mary & St John, where a warm welcome will greet you.



Headteacher

We hope you find this welcome pack useful, and that it answers any questions that you may have. Please contact the school office if you have any questions:

01865 723841

office.3834@ssmj.oxon.sch.uk



Staff

Headteacher	Bex Stott
Deputy Headteacher	Ellie Armstrong
Reception & Key Stage 1 Lead	Jane Godby
Key Stage 2 Lead	Andrew Furniss
SENCO	Tory Tofts
Wellbeing Lead	Annis Akhtar
Continuous Provision Lead	Sarah Stevenson
Office Manager	Christine Wenborn
Administrator	Liz Claremont
School Business Manager	Kristy Bailey
Site Manager	Grahame Godby

Full Staff List: Please see our website as it will be updated regularly when staff change.

Term Dates for 2024/2025

*Dates to be confirmed in Summer 2024

Autumn Term 1

3 September - 25 October

Staff training (INSET) days: Monday 2 September, Tuesday 3 September, Friday 4 October

October half-term: 28 October - 1 November

Autumn Term 2

4 November - 20 December (finish at 1:30pm on the last day of term)

Christmas holiday: 23 December – 3 January

Spring Term 1

6 January - 14 February

Staff training (INSET) day: Monday 6 January

Spring half-term: 17 February - 21 February

Spring Term 2

24 February - 4 April (finish at 1:30pm on the last day of term)

Easter Holiday: 7 April – 21 April

Summer Term 1

22 April – 23 May

Bank Holiday: Monday 5 May

Late Spring half-term: 26 May – 30 May

Summer Term 2

2 June - 22 July

Staff training (INSET) day: Monday 2 June (finish at 1:30pm on the last day of term)



Access to Meadow Lane

We ask parents and carers where possible to avoid driving down Bedford Street during drop off and collection times. The roads around school become very congested with pedestrians and cyclists and can be dangerous for our children when cars are added to the mix. There are areas around the school where you can park and walk down to avoid adding to the congestion. The school is going through the process of installing 'School Streets' where only registered vehicles will be able to access the school via Bedford Street during the school day. Parents and carers are only able to park on the school grounds by prior arrangement with the school office.

There are bike racks to park children's scooters and bikes near the Reception and Key Stage 1 classrooms and the large playground.

School Day

Morning Session: 8.50 - 12.00

Morning break: 10.30 - 10.50

Afternoon Session: 1.00 - 3.20

Key Stage 1 have a 15-minute afternoon break.

Reception children's lunch and break times differ from Years 1-6. They have regular breaks throughout their learning as part of their curriculum.

Children should not be on site until 8.35am apart from those children who attend breakfast club, from 8.00.



Communication

In the first instance, we ask for all communications to come via the school office. More information can be found on the school website in our Home School Communication Guidelines.

School communications are sent via Parent Pay (important letters, fortnightly newsletters etc). You will receive details of how to sign up when you join. We also use Parent Pay for payment items such as school dinners and trips.

There are two parent/carer-teacher meetings throughout the year, one in Autumn term, and a second in Spring term. Each child receives a written report at the end of the academic year. Parents/carers are welcome to book additional appointments with teachers via the school office.

Registration

Registration is an important 'settling in' period during the school day. The gates open at 8:35am and children are welcome to arrive at the classroom from this time. We ask that children arrive promptly for registration at 8:50am.

Absence

If your child is ill and going to be absent from school, please call the school office as soon as you are aware (01865 723841). You can also email the office with absence messages (office.3834@ssmj.oxon.sch.uk).



What does my child need?

Outdoor wear

- Suitable coat
- Sensible flat shoes with Velcro fastening
- Wellingtons to leave at school
- Hats for warmth or to protect against the sun
- Waterproof clothing if possible (your child will be outside in all types of weather!)

Indoor wear

- Indoor shoes i.e. plimsolls
- A range of school uniform (search 'School Uniform' on website)

P. E. (search 'School Uniform' on website)

Swimming

Children from Years 2-6 swim during one term each year. They need to have suitable swimwear and a swimming cap (swimming caps can be purchased from the school office).



What else do I need to know?

- A NAMED water bottle is essential
- PE bags should be brought to school on Monday morning
- Book bags should be brought to school every day
- Packed lunches should be healthy and must not contain nuts (think allergies!)
- Remember to phone or email the school office in the morning if your child is ill
- Always keep us informed about changes (telephone numbers, addresses, medical details)
- Always label your child's clothing and belongings



Celebration Assemblies

As a Church of England School, Key Stage 1 and 2 share a 'celebration' time each day. This may be whole school, in class, or as a Key Stage. Also known as 'assemblies', these times together focus on a shared value, a bible story, a story from another faith or world view, or sometimes stories about our teachers when they were younger! We use these times to reflect on the value for the term, and to think about how we can apply learning in our own lives. Reception children do not join assemblies until towards the end of their first year in school.

Children may invite their adults into school (usually on Fridays) to celebrate the work they have been doing in class. Information about this is sent out termly via Parent Pay.

School Meals and Snacks

Your child can bring a packed lunch from home, or can choose a school dinner during registration (the menu is on the school website). School dinners are free to all Reception, Year 1 and Year 2 children. Please let the office know if your child has any allergies so that this information can be passed on to the kitchen team. For children in Key Stage 2, meals cost £2.35 and can also be booked during registration by the child. You pay via Parent Pay.

Fruit/Vegetable snacks are provided for children in Reception, Year 1 and Year 2.



Clubs

Breakfast Club is open to all pupils and runs from 8:00am daily. St Mary & St John has a very healthy size After School Club (ASC) provision which runs until 5:50pm. We are committed to providing places for 72 children. We are able to provide for this number by providing 2 separate clubs. There are 32 places available for Reception and Year 1 children each day, and 40 spaces available for children in Years 2-6. Information about cost, and how to book can be found on the school website or via the school office.

We offer a wide variety of after school clubs, from cookery and basketball to outdoor learning. Information about which clubs are available and the cost is sent out termly from the school office. One club per term is free to children in receipt of pupil premium funding.

Playtimes

Reception and Key Stage 1 have their break times in the orchard. Key Stage 2 spend their breaktimes on the large playground or on the field in sunny weather. Please send your child in with appropriate attire for the weather (raincoat/layers, or sun hat/cream).

PTA

St Mary & St John has an active PTA who run events across the year. Friday Tea Stalls are always very popular and provide a space for parents and carers to mingle at the end of a busy week (3:20-3:50pm on alternate Fridays). The PTA meet regularly and send newsletters detailing ways you can get involved via Parent Pay.

Safeguarding

Safeguarding is a priority at St Mary & St John and we have a team of trained designated safeguarding leads. Please do speak to anyone if you have a concern.



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SAFEGUARDING CHILDREN

Designated Safeguarding Lead



Rebekah Stott
(Headteacher)

Deputy Designated Persons



Ellie Armstrong
(Deputy Head)



Victoria Tofts
(Inclusion Coordinator)



Jane Godby
(Reception and Key Stage 1 Lead)



Andrew Furniss
(Key Stage 2 Lead)



Saima Sarwar
(After School Club Lead, Y1 and Y2)



Ashley Ward
(After School Club Lead, Y3-Y6)

Nominated Child Protection Governor

Anna Ballance

If you have a concern about any child, please speak to a member of the safeguarding team

Local Authority Designated Officer

Jo Lloyd 01865 810603

Police Non-Emergency 101 Emergency 999

Multi Agency Safeguarding Hub (MASH) 03450507666

