

October 2018

DPR/khm/parentsack-1819

Dear Parents

Every year we provide you with essential information to help make sure things run smoothly. Accompanying this letter you can find:

1. Medication for Students
2. Emergency Conditions
3. Off-Site Activities
4. School Uniform Code

The **Home/School Agreement** and **Network, Internet & Email Acceptable Use Policy** are included in your child's new student planner. Please can you make sure that you and your child have read these and signed where appropriate.

Printing Charges: All students have been allocated £5.00 credit at the beginning of the year, which would allow for about 100 colour pages or 250 monochrome pages.

Yours faithfully



Mr D Rogan
Headteacher

2018/19 PARENT INFORMATION PACK

Medication for Students

Non-prescribed medication

Sometimes students may request or require pain relief (analgesics) at school e.g. Paracetamol or Ibuprofen. Generally, school staff will not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact with other medication being taken. If, however, the Academy Nurse does decide that the administration of pain relief will enable the student to remain at school there must be written or verbal consent from the parent.

Some parents may decide that their child is responsible enough to carry their own pain relieving medication. In such instances, a child should carry a single dose of medication, **for their own use** in their school bags. Consideration should be given to the choice of analgesia. A child under 16 should never be given aspirin unless prescribed. If the student suffers from pain and regularly takes medication, medical advice should be sought.

As with any medication, records must be kept of when pain relief has been administered. The agreement forms and medication will be stored and locked in the medical room, reviewed annually and destroyed once the student has left the school.

Prescribed medication

Very few medicines need to be taken during school hours and in most cases the appropriate dosage of medicine will, can be "three times a day", and can be administered before and after school.

If prescribed medications need to be administered during the school day, then please complete the PAF and return for the attention of the School Nurse. Medicines must be in the pharmacist's original container, clearly labelled with the student's name and the dosage instructions.

Please find attached a Parental Agreement Form. (PAF) Please complete the form, confirming that the child has been given the stated medication without any adverse reaction in the past. In addition, it is essential that you are confident that the student is able to give accurate information to the nurse of any medications they have taken already on that day. You will always be informed on the same day, when such medication has been given either by details written in the planner or on an administration slip, if the student does not have their planner to hand.

Students requiring controlled drugs will not be able to carry their own medication, as this type of medication has to be kept in a locked cupboard.

Asthmatic students **must** carry their inhalers at all times or leave them with a designated adult during PE lessons.

Students requiring Emergency medication for Anaphylaxis, will have their Individual Health Care plan and one EPIPEN / JEXT stored in the Medical Room. Students who have been prescribed an EPIPEN / JEXT **must** carry one with them at all times.

Students who have epilepsy rescue medication will have an Individual Health Care Plan and medication stored in the Medical Room. Please ensure the medication is within date and any changes to the care plan or medication are communicated to the School Nurse.

If you would like further information, please refer to the medical conditions policy available on the school website.

2018/19 PARENT INFORMATION PACK

Parental agreement for school to administer medication PAF (To be used in conjunction with the Medical Conditions Policy)

Name	
Date of birth	
Year group	
Medication name (as appears on packet)	Medicines must be in the original container .
Expiry Date	
Dosage (How much to be given)	
Any allergies	
Medical conditions	
Any other instructions	
Name of parent	
Daytime Telephone Number	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school to administer medication in accordance with the medical conditions policy. I will inform the school immediately, in writing, if there is any change in dosage, frequency, medical condition or if the medication is to no longer be given.

Parent signature

Print name

Date

Consideration should be given to the choice of analgesia. A child under 16 should never be given aspirin unless prescribed.

2018/19 PARENT INFORMATION PACK

Emergency Conditions

St John's has a firmly established routine for advising parents and staff of closure in severe weather conditions or emergencies and this has been published in the newsletter and on the website. Should an emergency arise during the day, the Principal has the responsibility to decide what action to take and one outcome could be closure.

Guidelines from the Local Authority if this situation arose are:

- Students in Years 7 & 8 would be sent home to a responsible adult;
- Students in Years 9-13 could make their own way home and be deemed responsible enough to be home alone;
- Arrangements would be made with normal transport to take home all students who travel in organised transport.

I would like you to make contingency arrangements for your child/children if we decide to close St John's during the day; particularly if you have a child/children in Year 7 and/or Year 8. The arrangements should be safe and familiar to your child; and may be the family home or the home of a relative if no one is at home during the day. Please reinforce this arrangement with your child, particularly over the winter months.

Off-Site Activities

We would like to reassure all parents that when students are out of school for a trip or visit their safety is taken very seriously. Each trip or visit requires parental permission and St John's undertakes a rigorous risk assessment.

For all major trips and visits you will always receive a letter giving details of the trip and you will have to return a signed permission slip or give consent via ParentPay before the student will be allowed to take part in the activity.

However, as part of normal timetabled activity there are occasions throughout the year when students are off site around Marlborough: to visit churches; carry out surveys or to participate in sporting fixtures with other local schools.

In order to reduce the number of permission slips that you have to sign we will assume we have your permission to include your child/children in any Off-Site Activity during the day. If you do not give your permission, please notify the Headteacher in writing and on such occasions the student will be asked to remain at school and undertake supervised studies.

Similarly, if your child would like to take part in an after school activity/club or home fixtures, where there is no cost involved, we will again assume your permission unless you have notified us otherwise. Please note that it is your responsibility to arrange transport home for your child following any after school activity.

St John's Uniform/Dress Code/Sport Kit Years 7 to 11, 2018/19



The St John's uniform is an essential part of the ethos of the school. Our smart, comfortable uniform should instil in our students a sense of pride in their personal appearance and also in representing St John's.

Our school uniform is provided by School Colours and is **only** available to purchase online at our website: <http://www.stjohns.wilts.sch.uk/uniform>

Acceptable in School	<u>NOT</u> Acceptable In School
<p>Blazers: St John's navy blue tailored jacket with school name.</p> <p>Blazers should be worn at all times.</p>	<p>No other jacket or blazer is allowed.</p>
<p>Trousers: Black only in a traditional, full-length, tailored style.</p> <p>Belts: Black only.</p>	<p>No fashion styles e.g. jeggings, leggings, baggy, or jeans.</p> <p>No trousers with embellishments, metal studs, rips, fake zips.</p> <p>No cords, chinos, patterned fabric, linen trousers, combat style trousers or branded items.</p> <p>No decorative belts or buckles.</p>
<p>Skirts: St John's tailored straight or pleated black skirt with logo ONLY. Skirts to be worn at a modest length.</p>	<p>No other style or make of skirt is allowed.</p>
<p>Shirts: White formal school shirt with a turn down collar.</p> <p>Shirts must be tucked in at all times.</p> <p>A plain white vest or t-shirt may be worn underneath.</p>	<p>No polo shirts.</p> <p>No decorations, logos.</p> <p>No visible, coloured t-shirts or vests.</p>
<p>Jumpers: (Optional) St John's navy blue V-neck with college colour stripe around the neck and logo tab.</p> <p>Tie: Boys only, navy blue with logo stripes.</p>	<p>No alternative jumper is allowed.</p> <p>No cardigans, sweatshirts or hoodies.</p>
<p>Footwear: Black shoes. These should be plain, leather or leather look, hardwearing and of a sensible style.</p>	<p>No heels, boots, canvas, fur, basketball boots, trainers or skate shoes.</p> <p>No fashion brands, styles or accessories such as studs or bows.</p> <p>No alternative coloured soles or laces.</p> <p>No coloured or branded logos.</p>
<p>Socks: Navy, black, grey or white socks.</p> <p>Tights: Black, navy or neutral.</p>	<p>Single colour only.</p> <p>No textured, patterned, fishnet or embellished styles.</p>
<p>Shorts: Black, knee-length, classic tailored shorts during the summer terms only.</p>	

Acceptable in School	<u>NOT</u> Acceptable In School
<p>Hair: hair should be neat and tidy.</p> <p>Hair styles should be moderate and kept to a natural colour. The styles should also reflect the general expectations of the uniform policy and those of a professional office environment.</p> <p>Long hair should be tied back for some activities: D&T, Games, PE, and Science.</p>	<p>No extreme haircuts e.g. shaved heads, mohicans.</p> <p>No unnatural or extreme hair colouring. No rainbow colours or coloured dip-dye or ombre ends.</p> <p>No shaved patterns.</p>
<p>Make-Up: Natural looking subtle make-up using natural tones. Neutral nail varnish is permitted.</p>	<p>No heavy or excessive make up e.g. dark brows, thick eyeliner, bright eye shadow or lipstick.</p> <p>No coloured nail varnish or artificial nails.</p>
<p>Jewellery: Should be kept to a minimum. One pair of small stud earrings only. One ring only.</p> <p>St John's takes no responsibility for any loss of jewellery.</p> <p>No jewellery to be worn during Games or PE.</p>	<p>No facial, oral or body piercings including nose studs, stretchers in ear, tongue piercings or eyebrow bars.</p> <p>No necklaces.</p> <p>No wristbands, festival bands, bracelets, bangles or beads.</p> <p>No ankle chains, bands or beads.</p>

Please do consult this list before purchasing any uniform. Please remember that only blazers, skirts, jumpers and ties purchased from our online uniform shop are permitted at St John's.

PERSISTENT BREACHES OF THE UNIFORM REGULATIONS WILL NOT BE TOLERATED AND WILL BE TREATED AS DEFIANT BEHAVIOUR.

All students are issued with a uniform card. If the uniform worn does not meet the 'Acceptable' description above, a member of staff will ask to see the uniform card and sign it. If a student persists in wearing incorrect uniform, then sanctions will be put in place in line with the St John's behaviour policy. For a great number of students this will never need to be used and reward points will be issued for a 'clean sheet'. Students must always have their uniform card with them at St John's.

Our Sport and PE Kit is provided by School Colours and is **only** available to purchase online at our website

St John's Sport and PE Kit

Compulsory Items	Optional Items
<p>St John's Navy polo shirt St John's Navy Hoody (girls) St John's Navy Rugby Shirt (boys) St John's Navy Shorts St John's Navy tracksuit bottoms St John's Navy/Sky Blue Socks</p> <p>All items of kit are to be labelled on the outside. See attached note.</p>	<p>St John's Navy Hoody (boys) St John's Navy Rugby Shirt (girls)</p>

Students will also require non-marking training shoes, rugby or football boots, white ankle socks and shin pads depending on the activity.

A 50% subsidy on all compulsory items purchased online is available to students who are entitled to Free School Meals.

On-Line Uniform & Sports Kit Shop



St John's Uniform and Sports Kit is available from the on-line shop via the St John's website. Go to <http://www.stjohns.wilts.sch.uk/uniform>. No stock of uniform (other than ties) or sports kit are held at school.

Payment can be made by credit or debit card. **NO CASH PAYMENTS CAN BE ACCEPTED.**

Orders of £50 or more qualify for free delivery to your home address. Orders under £50 will be delivered free to school on Wednesdays on a weekly basis during peak times (July & September) and bi-weekly at all other times. Alternatively, orders under £50 can be delivered to your home address at an additional cost of £5.95.

Sample sizing garments will be available so that you can **'try before you buy'** to ensure that the correct size is ordered, thereby avoiding return postage costs on any returns or exchanges.

Fitting sessions are available for current students:

Tuesday – 1:30 – 2:00 pm – BOYS

Thursday – 1:30 – 2:00 pm – GIRLS

Thursday – 3:10 – 4:00 pm – BY APPOINTMENT ONLY

Subsidy Scheme

A Subsidy Scheme is in place to assist those families who will find it difficult to purchase the uniform and Sports Kit. The subsidy is available for students who receive **Free School Meals** or where their parents or guardians (not foster parents) are in receipt of:

- Income Support or Income Based Jobseekers Allowance, or
- Child Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16190. Your tax credit notice (Form TC602) will tell you this, or
- Guaranteed element of the state pension credit, or
- Support under part VI of the Immigration & Asylum Act 1999, or
- Income related employment support allowance,
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit, or
- Universal Credit and whose net annual income is £7,400 or lower, excluding any benefits received.

PLEASE NOTE: If you receive Working Tax Credit other than above you are **NOT** entitled to Free School Meals and therefore do not qualify for subsidy.

Please note that if not in receipt of Free School Meals, copy documentation (current year's award notice and not more than 6 months old) to support your claim for subsidy will need to be presented for a refund of the subsidy amount to be made retrospectively following the initial purchase.

If eligible, subsidy is only available for the compulsory elements of the uniform and sports kit and not any of the optional items.

LABELLING SPORTS KIT

Please ensure that all sports kit is marked with the owner's name. The kit should be labelled on the outside for easy identification.

The photos below show the best place to put labels which can be purchased from www.easy2name.com. Please ensure that both sides of the rugby top are labelled. The required labels are the One Inch ID Tag Labels – Navy Blue Background with Gold Metallic Letters as detailed below. The labels should be stitched on the opposite side to the St John's logo.



ONE INCH ID TAGS **ORDER FORM**



Pack of 10 labels - £10

Pack of 20 labels - £14

Pack of 40 labels - £20

Postage on all orders £1.50

Name to go on the tags: _____

Background Colour: Navy Blue/Letter Colour: Gold Metallic

School Reference: St Johns School SN8

Delivery Name: _____

Address: _____

_____ Postcode _____

Please complete this sheet and send with your payment (cheques payable to EASY2NAME LTD) to:

EASY2NAME LTD, Malthouse Farmyard, Ecchinswell, Newbury, Berks RG20 4TT

Alternatively, orders can be placed using a credit/debit card over the telephone on 01635 298326, by Fax on 01635 818501 or on-line at <https://www.easy2name.com/sew-on/sew-on-id-tags.html>



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Dear Parents

St John's Fund 2018-2019

Every year we invite parents to make a voluntary donation to the St John's Fund. The Fund makes a significant contribution to our finances and ensures we can offer a wide range of enrichment opportunities that support our students' learning and development.

Each year you are incredibly generous, and the contributions make a huge difference to our students. All donations are used to support the cost of activities not covered by government funding. This includes fees for our sports teams, affiliation fees, transport for fixtures and trips, and financial support for the many events, speakers, and visitors that support our curriculum.

St John's is classified as a charity for tax purposes and we are registered for Gift Aid. This means that for every £20 in donations St John's gets an extra £5. If you are a UK taxpayer, please complete the attached Gift Aid declaration. This will then cover all future donations, unless you notify us that your circumstances have changed.

I very much hope you will make a donation to the fund, but I am aware that not all our families are in a position to do so, and I would emphasise that this is an entirely voluntary donation. A donation of £20 per child would make a real difference; but any donations would be gratefully received.

If you would like more detailed information about how the St John's Fund is used, please contact the school on 01672 516156.

You can make a donation online through www.parentpay.com or by completing the slip below and enclosing your donation. Please do not forget to return your Gift Aid form even if paying online.

Thank you for your support.

Yours faithfully

Mr D Rogan
Headteacher

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ST JOHN'S FUND – 2018/19

Please return this slip and signed Gift Aid Form if appropriate to the Financial Mailbox in the Atrium. This should be in an envelope marked for the attention of Mrs S Woodburn with the student's name, Tutor Group and 'St John's Fund' detailed on it.

I wish to make a contribution of £_____ to the St John's Fund and enclose a cheque/cash for this amount*/ I have made payment via the ParentPay system.* (*please delete as appropriate)

Please make cheques payable to 'St John's Marlborough'. For security purposes we would prefer that contributions are made online or by cheque, nevertheless all donations however they are made are greatly appreciated. In order to keep our costs down, receipts will only be issued for cash payments if requested. Please do not staple cheques to the form.

Print Name: (Parent) Date:

Please tick if you require a receipt



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Gift Aid Declaration Form

Are you a UK taxpayer?

As an Academy, St John's Marlborough is classified as a charity for tax purposes (Ref XT37330). Charitable donations to St John's are therefore eligible for Gift Aid. By completing this form, St John's will receive an additional £5 for every £20 you donate.

Please treat as Gift Aid donations:

all qualifying gifts of money made today in the past 4 years in the future

Please tick all boxes you wish to apply.

Your Details

Title Forename(s) Surname

Home address

.....

..... Post Code

Signature..... Date/...../20.....

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Notes:

1. You can cancel this Declaration at any time by notifying St John's.
2. If in the future your circumstances change and you no longer pay sufficient tax on your income and/or capital gains, you can cancel your declaration by notifying St John's.
3. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.
4. If you are unsure whether your donations qualify for Gift Aid tax relief ask St John's or refer to the HM Revenue & Customs website www.hmrc.gov.uk
5. Please notify St John's if you change your name or address.



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Dear Parents

KS3 Design & Technology Classes

Throughout the time your child is at St John's they will follow a varied and exciting curriculum in Design and Technology. They are making a variety of items during this time which includes the following:

Year 7 - a litter grabber, juggling balls, mobile phone holder, pencil wrap, tasting foods

Year 8 - an ugly doll, a wind generator using wood, metal and plastic

Year 9 - an electronic mood light

To help toward the costs we are asking for a voluntary contribution from Years 7, 8 and 9 of £10.00. This money will be used to buy materials and ingredients.

Payment can be made online through ParentPay and this is the school's preferred method of payment. If you have mislaid your log in details please contact Mrs Shirley Woodburn on 01672 519567. Payment can still be made by cheque which should be placed in an envelope that is clearly labelled with your son/daughter's name, tutor group and "D&T contribution" as a title, and placed in the Financial Mailbox in the Atrium. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students.

In cases of financial hardship, support may be available and a letter to the Principal will be dealt with confidentially and sympathetically.

Yours sincerely

Mr C Stell

Mr C Stell
Head of Technology

