

Dear Year 6 Parent

From September 2018 your first point of contact for any communication with the school will be your child's tutor. Tutors will be introduced to the Year 6 students when they attend their Induction Days in July.

The key staff who are involved with Year 6 Transition at St John's are listed below. If you have any questions about transition, please contact Mrs Emma Whitehouse on 01672 517836.

### **Key Staff**

Mrs N Hawkins

Mrs K Gosling

Ms S Kirkup

Mrs E Whitehouse

Mrs B Jones

Ms K Skiffington

Mrs H Cardwell

Head of Year 7

Assistant Head of Year 7

Year 7 Keyworker

Year 6 Transition Co-ordinator

Admissions Officer, Transport Officer and Uniform Enquiries

AEN Transition Co-Ordinator

AEN Administrator

### **Key Dates for 2018**

Wednesday 20 June

Monday 2 July

Thursday 5 and Friday 6 July

Monday 3 September

Tuesday 4 September

Wednesday 5 September

Wednesday 26 September

Thursday 4 October

Induction Information Evening (**Year 6 parents only**)

Uniform Fitting Evening

Year 6 students' Induction Visits 08:30 to 15:00

Staff Development Day

Year 7 and Year 12 students **only** to attend the Academy

All students to attend the Academy

Meet the Tutor Evening (tbc)

Year 6 Open Evening for 2019 Intake

# Year 6 Induction Events - Summer 2018

## Induction Evening for Year 6 parents only

Wednesday 20 June

17.30 - 19.30

This event will give parents an opportunity to learn about our Induction Days and how we support the students through the transition process. Please note that this event is for **parents only**.

There will be a welcome presentation from our Principal, Mrs Edmondson and senior colleagues in the Theatre. In order to accommodate all our parents, we have allocated the following time slots to each school:

### Welcome Presentation 1

17.30 - 18.10

Baydon St Nicholas  
Great Bedwyn  
Kennet Valley  
Marlborough St Mary's  
Ogbourne Primary School  
St Katharine's  
St Michael's

### Welcome Presentation 2

18.30 - 19.10

Burbage  
Chilton Foliat  
Easton Royal  
Oare  
Preshute  
Ramsbury  
Shalbourne  
All parents from other schools

### Also available in the Atrium Visit:

- **Student Transport**  
Staff will be available to answer any queries regarding student transport.
- **Pabulum Catering**  
Will be displaying samples of our healthy balanced menu. A selection of drinks will be available to purchase.
- **Uniform Display**  
Staff will be on hand to answer any questions ahead of the Uniform Fitting Evening on Monday 2 July.

## Uniform Fitting Evening

Monday 2 July

16:00 to 20:30

- St John's Uniform is available to buy from the Online Uniform Shop on the St John's website.
- See separate enclosure for further information.

## **Year 6 Induction Days to St John's**

### **Thursday 5 and Friday 6 July**

**08:30 until 15:00**

### **Travel/Transport Information**

- Wiltshire Council does not provide bus transport for the Induction Days in July.
- You will need to make your own transport arrangements to and from St John's on transition days.
- If your child needs to be driven to school, please car share wherever possible.
- It is best to use George Lane Car Park, as a drop off and pick up point. **Children will need to make their own way** to St Johns in the morning via the Ducks Meadow footpath.
- At the end of both days St John's staff will be accompanying children to two collection points; George Lane Car Park, and the far end of the car park on the St John's site. Children will be ready for collection at 3pm from either of the designated points. **Please ensure your child knows where they will be collected from at the end of each day.**
- A number of service buses drop off and pick up at St John's. Your child can use these services by paying for a ticket when they board. They are:-

<b>Arrive St John's</b>	<b>Depart St John's</b>	<b>No</b>	<b>Direction</b>
08:20	15:27	Tid.80	Burbage/Collingbourne (Salisbury)
08:20	15:25	20	Gt Bedwyn/Shalbourne/Hungerford
08:18	15:35	48	Swindon/Baydon/Aldbourn/Ramsbury
08:20	15:25	42	Calne/Beckhampton/Avebury
08:00	15:25	Swin.80	Ogbourne St George/Draycot Foliat (Swindon)
08:18	15:25	X5	Pewsey/Upavon

**If your child intends to travel by service bus, please ensure you child has enough money for both journeys.**

If you are entitled to bus transport from September, you will need to apply for a bus pass from Wiltshire Council. If you have any queries please contact the Education Transport Team on: 0300 456 0100 or by email at: [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)

Students who live within three miles of the academy are NOT entitled to transport to and from St John's.

## Induction Day Information

**During the Induction Days students should wear their current school uniform.**

**Students should bring the following for both Induction Days:**

- *Medication with dosage instructions and Care Plan if appropriate (see note below)*
- *A school bag*
- *A pencil case*
- *A bottle of water to drink*
- *A plastic wallet or large envelope to hold papers/letters*
- *Emergency contact phone numbers*
- *Packed lunch or money to buy food from the Atrium restaurant*

### **Thursday 5 July**

Students will be taking part in a science exploratory day to help them get to know each other and will be allocated a tutor group.

### **Tutor Groups**

Please understand that the allocation of tutor group places is a mammoth undertaking and the groupings are very carefully considered. We do try to ensure that children are paired with friends, or other children from their current school, who create a positive and cooperative working environment.

We use AEN/SEN information, language choices, data provided by their current school, together with observation of children during our school visits. **Unfortunately, this may mean that some children will not be with their current best friend.** All the groups are led by experienced Year 7 tutors who will be your first point of contact.

The Year 7 tutors play a unique role in the transition process. Their pastoral experience and understanding helps students to settle into their new surroundings, encourage their independence. Tutors also help their tutees to meet new people and create new friendship groups. The tutors get to know their tutees quickly and the relationship focuses more on their care, well-being and transition, rather than academic achievement.

We would ask that you encourage your child to see their new tutor group as part of their positive start at St John's. It is a great opportunity for them to meet new children and forge new friendships.

In September, students will remain in their tutor groups for the majority of their lessons with the exception of English and Maths. Children will be set in English and Maths based on their SATs scores. They will also be set in a language class based on their English results. The English and language classes will be the same group.

Biometric Registration will take place on Thursday morning (see separate notice)

### **Friday 6 July**

Students will be involved in a variety of different lessons. This will help them find their way around, moving from classroom to classroom and meeting different teachers. Students may also take part in a treasure hunt! **Students will also need to bring in their current school PE kit.**

## Medical Conditions/Students with Health Care Plans

- All students who have any medical conditions and/or require medication must alert staff when they arrive on their first Induction Day, Thursday 5 July.
- Students with Care Plans must bring medication and Care Plan to Reception at the **start of each Induction Day**.
- Medication must be named with dosage instructions.
- **Medication must be collected at the end of each day.**

## Further information about St John's:

### Refreshments

- Hot lunches, snacks and sandwiches are all available in the Atrium restaurant. Information on our menus can be found on our website at: [www.stjohns.wilts.sch.uk](http://www.stjohns.wilts.sch.uk). This page may be found by clicking Parents, Useful Information, and then Facilities in the right hand drop down menu.
- Students may bring packed lunches and drinks.
- **No nut based items should be brought into St John's. We are a nut-free environment!**

### Free School Meals (FSM)

- Please be aware that St John's Marlborough administers Free School Meals completely independently from Wiltshire Council.
- You can apply to St John's for Free School Meals for your child, either online at [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com) or by completing the St John's application form.
- During Induction, students who are entitled to FSM will be able to choose their meal and sign for it at the till in the restaurant.
- Should you have any queries about FSM please contact Shirley Woodburn at St John's.

### ParentPay / Cashless Catering

- Please see the enclosed letter regarding the new cashless catering system. Biometric registration will take place on the first Induction Day, Thursday 5 July.
- ParentPay is an online system that enables parents to pay for trips, clubs, additional equipment and school meals. (See separate enclosure)
- A letter will be sent with login details for your St John's ParentPay account in due course.

### Show My Homework (SMHW)

- St John's uses the online platform, Show My Homework (SMHW) to keep track of your child's homework.
- Further information on SMHW will be sent to you in September.

### Lockers

- All Year 7 students will have access to a shared locker when they start at St John's in September until the end of the academic year. A letter about lockers will be issued to students during the Induction Days in July.

## Looking forward to September 2018

- Please notify us if you have had a change of address or contact details since applying for the place at St John's.
- The first day of school for Year 7 and Year 12 students will be **Tuesday 4 September 2018**. The remainder of the academy return on Wednesday 5 September.
- We recommend that parents visit the St John's website in advance of the start of term.  
<http://www.stjohns.wilts.sch.uk/>

## What to bring on the first day of term - Please ensure items, where possible, are named.

- **Medication with dosage instructions and Care Plan**
- Strong sensible school bag
- Pencil case including:
  - Pens
  - Colouring pencils
  - Rubber
  - Pencil sharpener
  - Ruler
  - Scissors (round ended)
  - Glue stick
- Basic scientific calculator (these can be bought from the St John's Library for £6)
- Plastic wallets/paper folder for worksheets
- Reading book

Students **DO NOT** need to bring in their PE kit on the first day, **Tuesday 4 September**.

## Students will be issued with:

- A Student Planner
- Timetable
- Exercise books

**We look forward to welcoming you and your child to St John's.**

## Useful Information for September 2018



### Written Permissions Are Required

If your child has a medical or any other appointment during the school day, please ensure that they have a written note in their planner.

**Students will not be allowed to leave school premises without your express written permission to do so.**



### Student Absence Line

**01672 515 081**

In case of illness please telephone the school absence line on the morning your child is ill. Remember to call each day they are absent.

**For further information about student attendance please use the following link:**

<http://www.stjohns.wilts.sch.uk/uploads/Attendance-Brochure.pdf>

### Term Dates

**Tuesday 4 September**  
**Wednesday 5**

Friday 5 October

Thursday 25 October

**Monday 5 November**

Friday 21 December

**Monday 7 January 2019**

Friday 15 February

**Friday 25 February**

Friday 5 April

**Tuesday 23 April**

Friday 24 May

**Monday 3 June**

Monday 22 July

Tuesday 23 July

Wednesday 24 July

**Year 7 & Year 12 only - Start of Term 1**

**All Students**

SDD - No Students

End of Term 1

**Start of Term 2**

End of Term 2

**Start of Term 3**

End of Term 3

**Start of Term 4**

End of Term 4

**Start of Term 5**

End of Term 5

**Start of Term 6**

SDD - No Students

SDD - No Students

SDD - No Students - End of Term 6



Spring 2018

*TYN/cashlessinformationletter/transition2018intake*

Dear Parent

## St John's Cashless Catering

We are pleased to announce that St John's operates a cashless catering system. This is an exciting progression with great benefits for both students and parents. By incorporating the latest technology, students are served extremely quickly and have less reason to have cash in school. As a parent you are able to manage your account online, allows you to monitor spending and enables you to see what your child is ordering in school.

We have opted for a biometric system that recognises each student by their thumb print. Please be assured that this information remains within the academy and that the biometric information kept is an algorithm and not an actual finger print.

Biometric recognition is the quickest and most secure way for students to pay and is our preference. However, if you prefer not to have your child registered they will be provided with a four-digit PIN. It is important to note that they will be able to use this method at one till only. PIN codes do not have the same level of security.

As a school we comply with the Protection of Freedoms Act 2012. This requires us to register a student on entry to the school. **Please complete the relevant section on the Declaration Page of the enclosed New Student Admission Form (SIMs Form) providing your written consent or refusal to biometrically register your child.** The actual biometric registration will then take place during the Induction on Thursday, 5 July.

Prior to your child starting at St John's, you will receive further information on how the system works and how you manage your ParentPay online account. For more information on cashless payment systems, including the new legislation around consent for biometrics, please see the "Further Information" at the end of this letter.

Yours faithfully

**TY Nicholls**  
**Assistant Vice-Principal**





## **FURTHER INFORMATION - Frequently asked questions**

### **Q: What is a cashless system?**

**A:** Cashless Catering System is a solution which is purpose designed to meet the ever evolving needs and demands of the catering provision, required by today's schools and academies. The Trust-e Cashless Solution allows academies to be better able to provide their students and staff with a faster, more efficient and more appealing meal service.

### **Q: What is 'biometric'?**

**A:** Biometric is simply a method of identifying an individual person. The Trust-e Cashless System uses an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the Cashless System.

### **Q: How does a biometric system work?**

**A:** The information of a pupil or staff member, who has been biometrically registered, is stored on a secure biometric controller within the academy, which only your provider, Nationwide Retail Systems, can access with permission from the academy. Once an account is credited, the pupil or staff member places their finger/thumb on the Biometric Reader, which looks up their account and allows them to purchase items using only this method of identification.

### **Q: How does my child register on the biometric system?**

**A:** Registration days will take place leading up to the 'go live' day of the Cashless System. During these days, registration terminals will be placed in the academy. Your child will attend at a requested time and will be required to place their finger/thumb on the Biometric Reader twice to obtain a matching template, which only takes a few seconds. If you have chosen to opt-out of this procedure, your child will be presented with a 4-digit PIN code.

### **Q: What methods of payment can be used to credit an account?**

**A:** Any amount can be credited to an account by way of any of the following methods. Once an account has been credited, the monies cannot be withdrawn and must be spent on the academy meal/break services.

**ParentPay** - All parents have a ParentPay account generated by the academy. The vast majority of you are already using this account to pay for trips. At any time, you can credit your account for catering.

### **Q: How can I check the credit on an account?**

**A:** This can be done in three ways. There will be a valuation Smart Station in the atrium which displays the current balance when the account holder places their thumb on the reader. Secondly, the account holder can ask what their balance is when purchasing at a till. Finally, this information can easily be seen through the online ParentPay site.

### **Q: Can I change my child's 'daily spend limit'?**

**A:** Yes – the amount your child can spend in one day can be changed by written request. There will be more information on this at a later date.

**Q: What happens if my child's account is not in credit?**

**A:** As an “emergency” a child will be able to have the value of one meal as an “overdraft” for one day. They will be told that their account is overdrawn so that credit can be added to it. This overdraft facility will not be extended.

**Q: How do ‘free meal’ entitlements work?**

**A:** All free meal entitlements will be entered on to the system prior to the ‘live’ day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free academy meal amounts. Pupils with FSM entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

**Q: Can anyone else use my child's account?**

**A:** No – due to the extensive security on biometric templates, no-one will be able to access your child's account. If your child is using a 4-digit PIN code, which someone obtains and attempts to use, the photograph shown at the terminal will alert the operator of a fraudulent sale.

**Q: My child has an allergy. Will this be monitored through the Cashless System?**

**A:** Yes – all allergy records registered with the academy will be entered on to the Cashless System. When pupils attempt to purchase an item, which contains ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

## ParentPay helping St John's

Using ParentPay means you will never have to search for that hardly used cheque book or for cash to send to St John's.

ParentPay helps St John's reduce the administrative time spent on banking procedures, opening envelopes and logging payments.

ParentPay gives accurate records of all payments made for each student and for every item available.

Payments do not 'bounce' and the amount of cash held in St John's is reduced.

## How do I get started?

You will receive your personal activation letter containing a username and password for each child to enable you to access your ParentPay accounts. Once you have activated your account you will be able to make online payments immediately. If you have not received an activation letter before your child starts at St John's please contact Mrs Woodburn, contact details given below.

## Future changes to ParentPay

ParentPay is planning to introduce the facility to load funds to your Parent Account

by standing order or by fast payment via internet banking. There is also the plan to

enable the setting up of an automatic regular payment from your Parent Account to the lunch money item

so that you will not need to remember to top up lunch money for your child/children.

**More information** is available on the ParentPay website; [www.parentpay.com](http://www.parentpay.com) or contact Mrs Woodburn - (01672) 519567, email: [swoodburn@stjohns.wilts.sch.uk](mailto:swoodburn@stjohns.wilts.sch.uk).



Cashless  
catering and  
ParentPay at  
St John's

[www.parentpay.com](http://www.parentpay.com)

## Cashless Catering and ParentPay

St John's has been using ParentPay as its preferred method for the payment of trips and other items for over seven years.

With the introduction of cashless catering ParentPay is now also used to load monies to students' lunch accounts, allowing them to purchase meals, drinks and snacks from the canteen at break and lunch times, without the need for carrying cash.

With parental consent students are biometrically registered so that they can use their thumbs or fingers to make the payment from their ParentPay account to the Canteen. If parental consent is not given for biometric registration the student is issued with a PIN instead.

ParentPay allows you to see what your child has purchased for lunch and at break times.

If you do not have a bank account or access to the internet you can request a PayPoint card. A PayPoint card will allow you to allow you to make cash payments

for lunch money at any outlet displaying the PayPoint logo.

## ParentPay

ParentPay offers a secure and encrypted payment site accessible from any computer, tablet or mobile device with internet access. You can check the payment history to see all payments whether made online via ParentPay or by cash and cheque to St John's.

If you have more than one child at St John's, have had a ParentPay account at a previous school or have children with ParentPay accounts elsewhere you are able to link them all together so you have access to all accounts via one login.

If you have more than one child linked to the account, each child has their own page so you do not have long lists to plough through to find the right item for the right child.

Parent Account is a central holding area on your ParentPay account to which funds can be loaded and then allocated to the

item(s) that you wish to pay. Loaded funds can sit in your Parent Account until you are ready to spend them. Parent Account will therefore help with budgeting for the larger trips as funds can be loaded when available and stored until you need to transfer them. All ParentPay refunds are made to the Parent Account from where you can reallocate them or withdraw the funds back to the payment card.

Payment for items can also be made by adding them to your basket and paying by card as for any other online purchase.

You will always have an email receipt for any funds uploaded to your ParentPay Account.

Any refunds made by St John's or the Catering company will be refunded to your Parent Account from where you can reallocate the funds as necessary or withdraw them back to your card account.

## **Uniform & Sports Kit Fitting Evening** **Monday, 2 July 2018, 16:00 – 20:00**

We warmly invite you to attend the above event.

In order to accommodate new students in all our partner schools we have allocated the following time slots to each school:

16:00 – 16:45	St Peters, Easton Royal and Burbage
16:45 – 17:30	Preshute, Ogbourne and Oare
17:30 – 18.15	Great Bedwyn, Ramsbury and Shalbourne
18.15 – 19:00	Baydon, Chilton Foliat and St Michaels
19:00 – 19:45	St Katharine's, Kennet Valley, and any other students who have secured a place.

On arrival, please:

1. Register in the Atrium
2. Go to designated fitting areas in The Theatre. As items are fitted, remember to make a note on the attached price list of the required sizes.

**Please note that although The Theatre will be split into a boys and a girls fitting area, both areas will be communal and therefore either parent may be accompanying their child.** Please ensure your child wears appropriate clothing to assist with this process.

Our uniform & sports kit supplier, School Colours, will be present to provide a measuring service for St John's blazers. Other items of uniform – skirts and sweaters and all items of St John's Sports Kit (polo shirts, shorts, tracksuit bottoms, rugby top, and hoody) will be available for your child to try for size.

Once you have made a note of the sizes required, all items can be ordered from home via the St John's website <http://www.stjohns.wilts.sch.uk/uniform> Please Note: All returns and exchanges will be handled direct by School Colours and return postage will be payable, **please ENSURE you 'try before you buy'**.

Please find attached further information about Uniform at St John's including our dress code and how to buy. Should you have any queries please do not hesitate to contact Mrs B Jones.

# 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	<b><u>NOT</u></b> Acceptable In School
<p><b>Blazers:</b> St John's navy blue tailored jacket with academy name.</p> <p>Blazers should be worn at all times.</p>	No other jacket or blazer is allowed.
<p><b>Trousers:</b> Black only in a traditional, <b>full-length</b>, tailored style.</p> <p><b>Belts:</b> Black only.</p>	<p>No fashion styles e.g. skinny, 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><b>Skirts:</b> St John's tailored straight or pleated black skirt with logo <b>ONLY</b>. Skirts to be worn at a modest length.</p>	No other style or make of skirt is allowed.
<p><b>Shirts:</b> 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><b>Jumpers:</b> St John's navy blue v-neck with college colour stripe around the neck and logo tab.</p>	<p>No alternative jumper is allowed.</p> <p>No cardigans, sweatshirts or hoodies.</p>
<p><b>Tie:</b> Boys only, navy blue with logo stripes.</p>	
<p><b>Footwear:</b> 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><b>Socks:</b> Navy, black, grey or white socks.</p>	Single colour only.
<p><b>Tights:</b> Black, navy or neutral.</p>	No textured, patterned, fishnet or embellished styles.
<p><b>Shorts:</b> Black, knee-length, classic tailored shorts during the summer terms only.</p>	

Acceptable in School	<b>NOT</b> Acceptable In School
<p><b>Hair:</b> 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&amp;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><b>Make Up:</b> 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><b>Jewellery:</b> 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><b>All items of kit are to be labelled on the outside.</b> 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 – 13:30 – 14:00 – BOYS

Thursday – 13:30 – 14:00 – GIRLS

Thursday – 15:10 – 16:00 – 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

**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 is to be labelled on the outside of the garment for easy identification and to reduce the risk of theft.

The diagrams below indicate where the kit is to be labelled and labels can be purchased from [www.easy2name.com](http://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 are to 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>

## St John's Marlborough - Uniform & Sports Kit – Size/Price List

ITEM (* incl VAT)	SIZE	PRICE £	✓
<b>Navy St John's Girls Jacket</b>	28	34.00	
	30	34.00	
	32	34.00	
	34	34.00	
	36	34.00	
	38	34.00	
	40	41.00*	
	42	41.00*	
	44	41.00*	
	46	41.00*	
	48	41.00*	
<b>Navy St John's Boys Jacket</b>	28	34.00	
	30	34.00	
	32	34.00	
	34	34.00	
	36	34.00	
	38	34.00	
	40	41.00*	
	42	41.00*	
	44	41.00*	
	46	41.00*	
	48	41.00*	
<b>St John's Tie (Boys only)</b>		5.00*	
<b>Black St John's Straight Skirt</b>	20/16L	17.00	
	20/18L	17.00	
	22/16L	17.00	
	22/18L	17.00	
	24/18L	17.00	
	24/20L	17.00	
	26/18L	17.00	
	26/20L	17.00	
	28/18L	20.50*	
	28/20L	20.50*	
	30/18L	20.50*	
	30/20L	20.50*	
	32/20L	20.50*	
	32/22L	20.50*	
	34/20L	20.50*	
	34/22L	20.50*	
	36/20L	20.50*	
36/22L	20.50*		
<b>Black St John's Pleated Skirt</b>	20/16L	20.00	
	20/18L	20.00	
	22/16L	20.00	
	22/18L	20.00	
	24/18L	20.00	
	24/20L	20.00	
	26/18L	20.00	
	26/20L	20.00	
	28/18L	24.00*	
	28/20L	24.00*	
	30/18L	24.00*	
	30/20L	24.00*	
	32/20L	24.00*	
	32/22L	24.00*	
	34/20L	24.00*	
	34/22L	24.00*	
	36/20L	24.00*	
36/22L	24.00*		

ITEM (* incl VAT)	SIZE	PRICE £	✓	
<b>St John's Sweater (Unisex)</b>	28	14.00		
	30	14.00		
	Please circle College Colour		32	16.00
	<b>RED</b>	34	16.00	
	<b>BLUE</b>	36	16.00	
	<b>GREEN</b>	38	16.00	
	<b>YELLOW</b>	40	23.00*	
		42	23.00*	
		44	23.00*	
		46	23.00*	
		48	23.00*	
<b>Navy/Sky Blue St John's Girls Polo</b>	S - 26/28	11.50		
	M - 30/32	11.50		
	L - 34/36	11.50		
	XL - 38/40	13.50*		
	2XL - 40/42	13.50*		
	3XL - 44/46	13.50*		
<b>Navy/Sky Blue St John's Boys Polo</b>	4XL - 46/48	13.50*		
	XS - 26/28	11.50		
	S - 30/32	11.50		
	M - 34/36	11.50		
	L - 38/40	13.50*		
	XL - 42/44	13.50*		
<b>Navy/Sky Blue St John's Rugby Top (Unisex)</b>	2XL - 44/46	13.50*		
	3XL - 46/48	13.50*		
	XS - 26/28	17.50		
	S - 30/32	17.50		
	M - 34/36	17.50		
	L - 38/40	17.50		
<b>Navy/Sky Blue St John's Hoody (Unisex)</b>	XL - 42/44	21.00*		
	2XL - 44/46	21.00*		
	3XL - 46/48	21.00*		
	XS - 26/28	18.00		
	S - 30/32	18.00		
	M - 34/36	18.00		
<b>Navy/White Track Pant (Unisex)</b>	L - 38/40	18.00		
	XL - 42/44	21.00*		
	2XL - 44/46	21.00*		
	3XL - 46/48	21.00*		
	XXS - 20/22	16.00		
	XS - 24	16.00		
<b>Navy/White Shorts (Unisex)</b>	S - 26	16.00		
	M - 28	18.00*		
	L - 30	18.00*		
	XL - 32	18.00*		
	2XL - 34/36	18.00*		
	3XL - 38/40	18.00*		
<b>Navy/Sky Blue Socks (Unisex)</b>	XXS - 20	10.00		
	XS - 22	10.00		
	S - 24/26	10.00		
	M - 26/28	12.00*		
	L - 30/32	12.00*		
	XL - 34/36	12.00*		
	2XL - 38	12.00*		
	3XL - 40	12.00*		
	M - 3-6	6.50		
	L - 7-11	7.50*		
<b>Delivery Options:</b>	Free to home on orders of £50+			
	Free to school (Wednesdays) - weekly (June/July/Sept) then bi-weekly			
	£5.95 - home delivery			

Before purchase, please ensure you know the correct size. Sizing garments are available in school and fitting sessions are available at the following times:

Tuesday – 13:30 – 14:00 – BOYS (St John's Students)  
 Thursday – 13:30 – 14:00 – GIRLS (St John's Students)  
 Thursday – 15:10 – 16:00 – BY APPOINTMENT ONLY

Once sizes known, access our shop, via the St John's Website, select how many of each item you want to buy, select a delivery option and then click on the basket to continue. Please retain a copy of your receipt. Orders placed before 14:00hrs on Monday will be available for collection from Reception from Wednesday lunchtime.

In the event that you need to return any item, please follow the instructions on your delivery note. PLEASE NOTE that return postage is payable and we do not except or process any returns at St John's.