



Headteacher: Dr M R Cottrell BA (Hons) QTS NPQH PQSI MA PhD  
Telephone: 0117 9863824  
Fax: 0117 9869943  
E-mail: [stjohnskeynsham\\_pri@bathnes.gov.uk](mailto:stjohnskeynsham_pri@bathnes.gov.uk)  
Website: [www.stjohnskeynsham.co.uk](http://www.stjohnskeynsham.co.uk)

12<sup>th</sup> September 2016

Dear Parent/Carer

### **Welcome back**

Welcome back to the new academic year. 2016-17 promises to be another busy year during which the staff, governors and I will continue to strive to make St John's a fabulous place for your children to learn and grow. This year, following our two 'Outstanding' school inspections, we will focus upon enhancing our curriculum enrichment and toward raising standards still further in our continuing pursuit of excellence. As ever, we will be looking to parent/carers for support in achieving our goal and I would ask that you read through the document entitled 'School Procedures and Reminders'. This document is attached as an appendix to this newsletter.

I will write to you shortly with more information about the work of the school during the 2016-17 academic year. But, for now at least, 'welcome back' suffices.

### **Membership of Wellsway Multi Academy Trust – one year on and latest developments**

It is now twelve months since our school converted to become an academy and joined Wellsway Multi Academy Trust. As the first primary school to join WMAT our first year was a reciprocal learning process during which St John's developed a practical understanding of what it is to be a part of a multi academy trust and the Trust learning what it means to work closely with a primary school. During the past twelve months the back office teams at St John's and at the Trust have been working extremely hard to align policies, software packages and systems. St John's has also been leading the way in terms of devising new systems for the Trust that are specific to the Early Years and primary phase of education. In short, a great deal of hard work from a lot of people has made our pathfinding transition into the Trust a highly successful year. My thanks to all those involved, and in particular Mrs Manuel (Personal Assistant to St John's Headteacher, DCEO and Director of Primary, Wellsway Multi Academy Trust) and Mrs Barnes (St John's School Finance and Personnel Officer).

However, not all of the benefits of joining the Trust have taken place unseen in the background. There have been many tangible benefits as well! These include the introduction of a secondary specialist to work as a Maths Tutor for our older KS2 children and further specialist support for our staff and children from Aspire, the Trust's special school; a comprehensive upgrade of our IT hardware and infrastructure, including a new server, 22 new laptops, fibre optic cable and wifi upgrade throughout the whole school and; Caretaking cover, site project management services of our building work and IT Technical support for both the administration and curriculum hardware and networks.

The Summer works (please see below) were also funded by two successful Condition Improvement Bids written and submitted to the DfE on St John's behalf by the Trust's Premises Manager. Similarly, we brought catering services in house under the leadership of our Executive Chef, Mrs Mansri. This has greatly improved the quality and choice of menus and we have introduced a salad cart.

Additionally, Mrs Mansri will also be holding a free after school cookery club this year – what a fantastic opportunity for the children! None of this would have been possible without membership of the Trust with its much greater resources.

Things continue to move forward. I am delighted to be able to confirm that Saltford Primary School is now a member of the Trust and we look forward to the hugely valuable contribution that the school will make to our family of schools. Chandag Infant School has also announced its intention to join the Trust later in the school year which will further strengthen our Trust. Additionally, we have been approached by a large number of local primary schools all of whom are interested in learning more about our Trust. As more primary phase schools join our Trust, we will build more and more educational capacity and I look forward to the benefits that this will bring for our staff, families and, of most importantly of course, our children.

### **Summer Works**

The school site was a busy place over the Summer closure. The following work has been completed:

- The KS1 playground has been re-surfaced. The PTA has kindly offered to fund our new play markings. We hope that these will be laid during the October half term closure. Run off gullies and additional drainage have been added to reduce the pooling of water on the corner of the grassed area outside of The Hive (our spare classroom at the end of the KS2 wing of the school)
- A gated play area has been made at the rear of the school for the children who work in Miss Davis' Year 1 classroom. This will provide valuable additional outdoor space for our bulge year children
- New security gates and fencing has been installed. The new fencing was a recommendation from the Police whom I asked to undertake an independent review of our security provision. The new fencing provides a 'sterile' area whilst maintaining a welcoming feel for those entering the school car park. However, importantly the only way into, or out of, the school will therefore be via the School Office. Please can you bear this in mind when collecting your children from after school clubs.
- Our Wifi infrastructure has been hugely improved with new Fortinet points installed throughout the school. This means that staff and children will have a fast, reliable network connection even when all of our existing and new equipment is used at the same time
- A large area a roofing has been replaced
- The safety surface around the Reception Class play tower has been replaced and the area it covers enlarged to avoid wear and tear in popular areas and enable the area to become 'all weather'
- Interior decorating has taken place around the school and especially in the Year 5 classroom

### **Staffing**

A warm welcome back to Mrs Jefferis (Year 1 Teacher) who returns to school after taking maternity leave and a very warm welcome to the children and families who have joined our school community this year.

### **Dates**

I have attached a list of dates for key events for your information. Please ensure that you diarise these. As ever, your child's teacher/s will provide more information in a class letter prior to each event.

### **IMPORTANT: Year 3 Bible Presentation at St John's Church**

Rev'd M'Caw and Churches Together School's Ministry Team have kindly agreed to lead a special Bible presentation service for our Year 3 children and parents at St John's. The Bibles have been bought for our children by the Churches Together Team and we are very grateful to them for their kind generosity.

It is our tradition to provide the children in Year 3 with a Children's Bible as they enter the juniors. It is the version used in school collective worship and in RE lessons and we hope that the children will enjoy being able to read stories at home that have been discussed in school that day.

**The service is to be held at St John's Church at 10.00am on Friday 16th September 2016.** Naturally, we hope that parents and grandparents of our Year 3 children will be able to attend. All of our children (excepting our new Reception children) will attend the service, therefore parents and grandparents of all our children are also most welcome. We would appreciate help from parents/carers in walking up to the church. (Year 3 are leaving to walk to the church at 9.00a.m. for a rehearsal and the rest of the school leave at 9.30a.m.) Please can you contact the school office if you are able to help walk with the children.

### **School Uniform**

We are all very proud of our standards and our uniform reflects this. Should you find that you need to buy any replacement items please see Mrs Manuel in the school office who has, in anticipation, taken receipt of a full range of new uniform to start the new school year.

Some parents have asked me to clarify the expectation with regard to PE Kit. All new children entering our school are asked to buy PE kit with the school logo from the school office. Please leave your child's **NAMED** PE kit in school at all times. Thank you for your support.

### **Lost Property**

Whilst I am on the subject of naming clothing it would seem an appropriate point to mention that the lost property box in the school foyer is currently home to a number of unclaimed sweatshirts and cardigans none of which have legible names. Any items of school uniform that remain unclaimed by **Friday 18<sup>th</sup> September** will be given to the PTA to sell or be recycled.

### **Headteacher's Safeguarding Briefing for Parent Volunteers**

If you would like to help in school you are most welcome. However, before any adult can work in school on a regular basis (e.g. listening to child read, or similar, on a regular week by week basis) they must have;

- A current Disclosure and Barring Service (DBS) enhanced disclosure
- List 99 clearance
- Attended a Headteacher's Safeguarding Briefing

The school will arrange for all checks to be completed for you. Please contact the school office for more details.

I shall be holding my annual safeguarding briefing for all parent volunteers who help in school on **Friday 16<sup>th</sup> September 2016 at 2.45pm**. The meeting will address safeguarding procedures that apply to all adults working in schools, including parent volunteers. This year I would ask that all current and new parent volunteers attend the briefing. This is because I wish to hold refresher training every three years. If you are unable to attend, and you are a current parent volunteer, please advise Mrs Manuel. Thank you.

Our school safeguarding and child protection policies and procedures are, as you would expect, necessarily rigorous. However, I do hope that they will not put off both our current parent volunteers and also those parents who may be interested in helping in school in the future. If you are interested in helping out this year and have not previously attended a safeguarding briefing, please contact the school office. **Please note: if you have previously attended a Headteacher's safeguarding briefing you still do need to attend this refresher training**. Thank you.

Should you not be able to attend the forthcoming briefing and find that later in the year you would like to become a parent volunteer, please contact your child's Class Teacher to register your interest and you will be invited to meet with the Headteacher to discuss safeguarding before starting work in school.

## Parents' Curriculum Evening

On **Tuesday 13th September 2016 (5.00pm – 6.30pm)** there will be an evening presentation for parents of children in all classes.

The following Curriculum Evening timetable will apply:

5.00p.m. – 5.30p.m. – Year R, Year 5 and Year 6

5.30p.m. – 6.00p.m. – Year 1 and Year 2

6.00p.m. – 6.30pm. – Year 3 and Year 4

The purpose of the evening is to give class teacher(s) an opportunity to explain to you about what they hope to achieve in their respective classes during the year. They will refer to matters such as curriculum content, classroom organisation, teaching strategies and home/school links. We hope that you will find the evening informative and helpful.

**Please note that this meeting is for parents only. Please do not bring your children to Curriculum Evening meetings. The meetings are not designed for children who will quickly become restless and the school does not provide supervision. Thank you.**

## Music and Club Provision – Terms 1 and 2 2016-17 (Years 2 – 6)

Can I remind parents that payment for all clubs and music tuition must be made **before** the first lesson or coaching session. I have asked the school office to reallocate places to other children on our waiting lists if payment is not received before the first session. Thank you.

### After School Clubs

Mondays	Multi Ball Sports	3.20pm – 4.20pm (Starts 12/9/16 – 10 sessions)
Tuesdays	Y6 Girls netball	3.20pm – 4.20pm (Starts 13/9/16 – 9 sessions)
Wednesday	School Newspaper	3.20pm – 4.20pm (Starts 14/9/16 – 10 sessions)
Wednesday	Y2 Recorders	3.15pm – 4.00pm (Starts 14/9/16 – 10 sessions)
Wednesday	KS2 Cooking Club	3.20pm – 4.20pm (Starts 14/9/16 – 6 sessions)
Thursdays	Gymnastics	3.15pm – 4.15pm (Starts 15/9/16 – 10 sessions)
Fridays	Cricket	3.20pm – 4.20pm (starts 16/09/16 – 10 sessions)

### Music Tuition

Tuesdays	Flute/Fife	Starts 13/9/16 – 10 lessons (provided by BaNES Music Service)
Tuesdays	Keyboards	Starts 13/9/16 – 10 lessons (provided by South West Keyboards)
Tuesdays	Violin	Starts 13/9/16 – 10 lessons (provided by BaNES Music Service)
Thursdays	Y3-Y6 Recorders	Starts 22/9/16 – 10 lessons (provided by Mrs Cannon)

### Free Violin Tuition

As in previous years, I have secured funding for all children in Year 3 to learn the viola this year. Tuition will be provided by Mrs Smith a BANES school strings teacher. The school will provide instruments and associated materials for the children. The children will be taught on Friday afternoons.

### School Meals

The price of a primary school meal remains at £2.00. It is important to point out that we have been able to keep our school meals priced at £2.00 **entirely because** as a WMAT school we benefit from economies of scale that protect us from passing on rising costs to parents. School meal costs have risen in almost all schools to up to around £2.40 per meal.

**Payment for school meals is to be made for the week/weeks ahead on Monday morning, with the child's name, class and days of the week you wish for your child to have a school meal clearly marked on the envelope.** Unless payment for the week's meals is made in advance of consumption on Monday mornings the school will not provide a meal. **Our preferred method of payment for school meals is via School Money, our Online payment system provider. We also currently accept cash and cheques, however, as mentioned previously this method of payment will be phased out. Cheques should be made payable to St John's C of E Primary School. Thank you.**

**PLEASE DO NOT FORGET THAT FROM 01/09/2014 SCHOOL MEALS ARE FREE FOR INFANT CHILDREN.**

### **Emergency Contacts**

Please could we remind parents to ensure that the emergency contact telephone numbers/details we have are up-to-date. If there has been any change in the arrangements, please inform us immediately.

### **WMAT Minibus driving**

As the Wellsway Multi Academy Trust grows there is a need to increase capacity in certain areas – one of which is driving. If there are carers / parents / grandparents who would be interested in driving school minibuses within the WMAT please contact HR at [recruitment@wellswaymat.com](mailto:recruitment@wellswaymat.com). This work could be on a regular or occasional basis.

### **INSET Days 2016-17**

The following dates are the programme of INSET school closure for the academic year 2016-17. The dates are;

1. Thursday 1<sup>st</sup> September 2016
2. Friday 2<sup>nd</sup> September 2016
3. Monday 31<sup>st</sup> October 2016
4. Monday 20<sup>th</sup> February 2017
5. Monday 24<sup>th</sup> April 2017
6. Friday 21<sup>st</sup> July 2017

I write to you now with this information at the earliest possible opportunity in order to provide you with plenty of notice to put in place the necessary child care arrangements. Please note that INSET information and copies of school newsletters can be found on our school website.

Once again, a very warm welcome back to school to all our children and families. I look forward to a happy and successful year here at St John's.

Yours sincerely,



Dr M R Cottrell  
Headteacher, St John's Church of England Primary School  
Deputy Chief Executive Officer and Director of Primary, Wellsway Multi Academy Trust

## Appendix 1: School Procedures and Reminders

I am aware that we are welcoming many new families to our school this year and that they will be unsure of the general rules and routines that have for so many years ensured that our school has run smoothly. As is our tradition, this first newsletter of the year sets out the general rules and routines of daily school life.

Most of the guidance printed in this newsletter refers to procedures that apply both before and after school. With so many people on site these are key times in the school day and I would ask that you read the guidance carefully and follow the procedures.

I would like to take this opportunity to thank you for your ongoing support in helping us to maintain and build upon our standards and I look forward to us moving forward together during 2013-14.

### Access to the school site

I would like to begin by clarifying our policy regarding daily access to the school site.

**Children should not arrive at school before 8.40am each morning** as we do not have adequate supervision for children arriving before this time. Similarly, I would be grateful if parents collecting their child at the end of the school day **do not arrive on site before 3.10pm** as lessons will still be taking place.

**Car parking on site is for staff only.** Please do not bring your vehicle into the school car park when dropping off or collecting your child from school. Thank you for your support in this matter. Please be respectful to our neighbours and park courteously; do not block their drives.

A polite word of warning: Please be advised that both our Charlton Park and Park Road entrances are regularly patrolled by PCSO's and Traffic Wardens. There were occasions last year where drivers were booked for failing to observe road markings outside of school.

I would also like to clarify the school policy on access to the school site. **The gates will be open before and after school.** Following advice from the Police the Park Road entrance **will be locked during the school day (see below for more details)**, and the main school gates on Charlton Park will be closed. If you need to collect your child during the school day please come to the school office, not your child's classroom. Once again, at hometime, **please do not arrive on site before 3.10pm.**

**If you are collecting a child from an after school club, please collect your child from the main entrance of the school.** Leaving via the main school entrance allows us to ensure that children leave safely and with the adult we are expecting to collect them.

**Please ensure that everyone stays to the paths and playground areas when moving around the site both before and after school.** Parents and children that take short cuts across the field and other grassed areas before and after school will unknowingly encourage our children to act similarly during the school day when they are not allowed to do so. Also, as the autumn weather gradually worsens using the grassed areas will mean that mud will be walked into school and onto our carpets upon which the children sit.

**Please can you ensure that your child/children wait on the playgrounds before school and not on grassed areas or the paths.** In the past, parents have mentioned that they have found it difficult to move along paths easily with push chairs and their toddlers because of groups of children waiting on the paths.

**Parents are asked to take infant children straight to the infant playground in the morning rather than waiting to see their junior brother or sister into school.** However, I do understand that parents of our new Year 3 children will likely have been asked by their child to 'see them safely in' in the early days and that this will quickly tail off as the children become more confident with their junior routines.

**Please would parents/carers ensure that all toddlers are closely supervised whilst on the school site.** For their own safety, small children should not be allowed to run across the grassed areas or around the back or sides of our Year 2 classroom before and after school where they are out of sight. *We do not allow children to do so during the school day and this avoids sending mixed messages.*

**Can I also ask that you do not allow your child/ren near any of the infant classrooms whilst you wait for your children to finish school.** Knocking on doors and windows is very distracting for the children and the class teacher who will be trying to give important information at the end of the school day when children will be tired and easily distracted. **With this in mind, please would parents of our infant children waiting with toddlers stay in the lower infant playground, ensuring that toddlers are closely supervised at all times.**

**Children should not sit or walk along school walls.** Thank you for your co-operation.

**Please note that the play area is out bounds both before and after school all year.** Children should only use the play area during the school day and when my staff and I can arrange for suitable supervision. Opening the play area during school fairs and other such events will be subject to a satisfactory risk assessment on an event by event basis.

#### **Bikes, scooters and skateboards**

Please can I ask parents and carers to supervise the storage of your children's' bikes and scooters at both of our school entrances ensuring that your child's bike or scooter is stored neatly and safely in the appropriate area. I do recognise that space is sometimes an issue and would ask that when the area is full, excess scooters and bikes are stored in a tidy way. I would like to take this opportunity to remind you that bikes, scooters and skateboards are not to be ridden on site, and skateboards, if ridden to school, are to be taken home by parents, and not to be kept in school during the day. Thank you.

#### **Site Security and Safeguarding**

Following a recent site security audit conducted by the Police Service, I was advised to close the school gates during the school day to limit access to the school site to one entrance. Therefore, **the gates will be locked at 9.05am each morning and will not be unlocked until 3.10pm each day.**

For the same reasons, the staff and I will be monitoring the Park Road gate and junior playground each morning to supervise the safety of children before they enter the school.

Smoking and the use of e-cigarettes and Vapourisers or any other objects that might appear to a child that it's user is smoking is prohibited on school grounds, as are dogs and other animals.

In today's society of social media I would ask that the use of smart devices are used to consider and respect the privacy of everyone concerned.

## St John's School Diary Dates

<b>September</b>	<b>Term 1 - 2016</b>
Thursday 1st	INSET DAY 1
Friday 2nd	INSET DAY 2
Monday 5th	School re-opens for Term 1
Monday 12th	Afterschool clubs start this week including Keyboards Music tuition starts this week
Tuesday 13th	Curriculum Evening
Wednesday 14th	PM - Y4 swimming starts
Friday 16th	10am - Bible presentation for Year 3 at St John's Church
Friday 16th	2.45pm - Safeguarding meeting with Headteacher <b>for all</b> volunteers
Wednesday 21st	PTA AGM 7.00pm
Thursday 22nd	Y3-Y6 Recorders start
Friday 23rd - Tuesday 27th	Book Fair in school hall
Tuesday 27th	YR 2017 Open Morning (1)
<b>October</b>	
Friday 7th	AM - School photographs 1.30pm - School Council Elections
Friday 14th	10.00am - Harvest service
Monday 17th	5pm - Year 6, Botley Residential trip information evening
Thursday 20th	11.15am - YR 2017 Open Morning (2)
Friday 21st	School closes at 3.15pm - end of Term 1
	<b>Term 2 - 2016</b>
<b>Monday 31st</b>	INSET Day (3)
<b>November</b>	
Tuesday 1st	School re-opens for Term 2 - 8.50am prompt
Tuesday 8th	3.30pm - 6.30pm - School Opening Evening (1)
Thursday 10th	3.30pm - 6.30pm - School Opening Evening (2)
Tuesday 29th	YR 2017 Open Morning (3)
<b>December</b>	
Friday 2nd	Keynsham Junior Schools Carol Service (St John's Church) 10.30am
<i>Saturday 3rd</i>	<b>12.00am – 2.00pm - PTA Christmas Fair</b>
Wednesday 7th	School Christmas Dinner and Christmas Jumper Day in aid of Save the Children
Tuesday 13th	2.15pm - Infant Nativity performance 1
Wednesday 14th	Infant Nativity Performance (2) – am time to be confirmed
Wednesday 14th	2pm and 7pm - Junior Carol Service
Thursday 15th	10am - Christingle Service at St John's Church
Thursday 15th	'Aladdin' pantomime 2pm-3pm
Friday 16th	Infant Christmas party
Friday 16th	School closes at 3.15pm - end of Term 2
<b>January 2017</b>	<b>Term 3 – 2017</b>
Tuesday 3rd	School re-opens for Term 3 - 8.50am prompt
Wednesday 11th	PM - Y4 swimming starts

### September - December 2016

**Key Dates and Reminders:** The following are key dates for your diaries for terms 1 and 2. Parents will receive letters giving details of specific trips and events for your child's class in due course.

