



Parent Information Pack

Written with the support of parents for parents - all the things you need to know when your child starts at Penistone St John's Primary School

JUNE 2023

WELCOME TO YOUR PARENT INFORMATION BOOKLET

This booklet is written with the support of parents for parents of children at Penistone St John's. It's designed as a quick guide to all the things you need to know as your child starts our school.

The booklet includes things you need to know before your child starts at school and their first day, as well as information about other key aspects of school life across the years your child is at Penistone St John's.

You'll find various top tips which are things other parents have found helpful to know and wanted to share. Top tips are easy to spot and look like this:



Thank you for taking the time to read through this, we hope it makes starting at Penistone St John's School that much easier.

If you think of anything that's not in this parent booklet and you believe should be, please do let us know so that we can add it for future editions. Please email the school office.

CONTENTS

Page 2	School terminology
Page 3	School Uniform
Page 4	Money Matters - School Dinners and Milk
Page 5	Checklist for your child's first day
Page 5	Dropping off at school
Page 6	Collecting your child from school
Page 6	Communicating with school
Page 7	School Website and Twitter, talking to your teacher
Page 8	Frequently asked questions
Page 9	Some Key Events
Page 10	Curriculum
Page 11	Ways to get involved
Appendices	Forms to fill in: Pupil Information Sheet Birth Certificate Asthma Information (if needed) Home School Agreement for parent and child Application for before and after school club (if needed) Sunscreen declaration Consent to communicate via e-mail
Further information documents	
Medicine in School advice	
Physical Education in School	
Privacy Notice	
Health and Safety	
Use of Sunscreen in school	

Home school blurb you need to know:

Primary	The whole school from Nursery to Year 6
Infants	All Early Years and Key Stage 1
EYFS - Foundation Stage 1	Early Years Foundation Stage. Part time children who are below school age (Nursery)
EYFS - Foundation Stage 2	Early Years Foundation Stage. Children starting school full-time (Reception)
KS1	Key Stage 1 (Years 1 and 2)
Juniors	All Key Stage 2
KS2	Key Stage 2 (Years 3,4,5 and 6)
SATS	Statutory Assessment Tests which take place in Year 2 and 6
PSC	Phonics Screening Check which takes place in Year 1
Baseline	An assessment for children in Reception to measure their progress through school
PPA	Planning, Preparation and Assessment
Inset	Days when school is closed, but staff have training

SCHOOL UNIFORM

Grey/Black trousers, shorts or skirt

White / red polo shirt

Red sweat shirt or cardigan

Red or grey tights or white socks

Red gingham dress for summer

Grey or black shoes or sandals, no coloured trainers

PE KIT

White t-shirt

Black Shorts

Black Tracksuit (for outdoor)

Trainers (for outdoor)

Your child will also need:

A school bag (big enough to take A4 size folders/books)

A drink's bottle - (please fill with water only)

Uniform with the school logo is available from Vortex, items include: sweatshirts, cardigans, fleeces, jackets, polo shirts and school bags.

These are not compulsory.

If you require uniform bearing the logo, parents can order and pay for it directly through the Vortex website.

www.vortexschoolwear.co.uk/Primary-Schools/Penistone-St-Johns

Please ensure all items of uniform are clearly labelled with your child's name, if you hope to see them again!!

Use sew-in or iron-on name labels in EVERYTHING!

Red sweatshirts and white tops all look the same and names written in pen often becomes illegible or wear off after a few washes!

Children are allowed to come to school in their PE kit on the day they have their PE lesson. They must wear normal school uniform the remainder of the time.

We kindly ask that parents support the school in its policy of **not permitting** children to come to school with hairstyles that include shaved motifs or coloured sections. **All jewellery**, particularly earrings for pierced ears are recommended to be removed before each lesson. (Staff are not permitted to remove earrings)

MONEY MATTERS

Parent Pay

Penistone St John's uses Parent Pay for all payments. Parent pay is an online payment facility which enables you to make payments to school at any time to suit you. You will be given information with your login details once your child has started school. The one thing school requests is that there are no outstanding payments and that everything is paid for in advance.

If you have any concerns or worries about using Parent Pay please pop into the school office for advice and help.

Universal Infant Free School Meals (UIFSM)

Under the Government's Universal Infant Free School Meals Scheme, all children in Reception and KS1 can receive a free school meal. If you prefer them to bring a packed lunch, just let the school office know.

Free School Meals - (not UIFSM)

It is important for you to apply via the local authority for free school meals if you think you may be entitled (even if you are getting UIFSM) as the school will then be able to claim additional money for your child (Pupil Premium) to improve their education. This also gives you benefits in school such as one free club per term, free milk and half price school trips. Please visit the website below to find out more information or make a claim.

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/free-school-meals/>

Dinner money

Once children move to KS2, school meals are chargeable and currently cost £2.50 per day unless you are entitled to free school meals. Menus can be seen on our school website.

If your child has an allergy, which means they cannot eat certain foods, you will need to make an appointment to discuss this with the Local Authority Schools Meals' Supervisor. At this meeting you will need to bring a letter from your doctor or hospital explaining the intolerance.

Milk money

Milk is free for children up until and not including the term when they become 5years old. In the term your child becomes 5years old, milk is no longer free (see fresh pastures leaflet). If you'd like to pay for your child to have a carton of milk to drink each day, this needs to be ordered and paid for at least one week before term starts from the following website: <https://www.freshpastures.co.uk/>

The site will require the following:

1. Register (contact details and child's school details)
2. Select Order (pay for one term or the whole year)
3. Make payment by credit or debit card or PayPal



Good manners at lunchtime are recognised and rewarded with stickers.

CHECKLIST FOR YOUR CHILD'S DAY

- ✓ School bag
- ✓ Optional healthy snack for morning playtime (KS2 only)
- ✓ To have prepaid dinner money on ParentPay (KS2 only) or packed lunch
- ✓ Drinks' bottle
- ✓ Any letters or homework that need handing in
- ✓ Sun cream applied before school and a hat (summer)

Make sure all the above are clearly labelled with your child's name AND class, on the outside where possible, if you want to see them again! It's also worth making sure they are easily identifiable by your child. Imagine 30 red jumpers, all nameless...!

HEALTHY SNACKS

In the infants, fruit and/or vegetables are offered free of charge every morning. At the juniors, if you would like to send a snack, you can put this into your child's school bag, so long as it's healthy.

No crisps, chocolate or sweets should be brought for snacks throughout school. Also, we have a no nut-based product policy, as we have children with severe allergies.



Many children like to hang something, for example a small key ring, to their school bag, school fleece and so they instantly know which one is theirs, especially if it's one with a Penistone St John's logo.

DROPPING OFF YOUR CHILD AT SCHOOL

Infant Site (F2, Y1, Y2)

The school day starts at 8.45am with registers taken. Arrival after this time will result in a 'Late mark'.

Parents / carers should bring children to their external class door.

For safeguarding reasons, we ask that you do not come into school through the class entrances, but walk round to the reception at the school office if you need to pass on a message. If children arrive after 8.50am, then they should enter school through the front entrance and report to reception.

Nursery morning sessions begin at **8.30am**. The **afternoon** sessions begin at **12.10pm**. Parents and carers should bring children into school through the nursery entrance.

Junior Site

The school day starts at 8.50am with registers taken straight away. Arrival after this time will result in a 'Late mark'. Parents / carers should bring children to the playground no earlier than 8.45am when staff supervision begins. We have an open-door policy and children may enter the classroom as soon as the door opens between 8.45am and 8.50am. **For safeguarding reasons**, we ask that you do not come into school through the class entrances, but walk round to the reception at the school office if you need to pass on a message.

COLLECTING YOUR CHILD FROM SCHOOL

Infants finish at 3.15pm each day and come out via their class door.

Nursery morning session ends at 11.30am. The afternoon session ends at 3.10pm so there is time for parents to collect older siblings.

Children will be released from their classroom doors into the playground once the teacher sees a parent/carer.

Juniors finish at 3.20pm. Year 3 come out through their classroom exit doors in the school playground. Year 4, come out of the library door next to the hall.

Year 5 exit from their classroom doors and Year 6 exit through their cloakroom door.

Please wait for all KS2 classes in the junior site playground.

If somebody different is collecting your child from school, please send a letter/message to the class teacher that day to let them know. If the teacher does not know the person collecting your child and has not received a letter/message, they will not allow your child to leave the site.



The playground is busy at home time, so try to stand in a similar place each day and when you see your child is next in line, give the teacher a wave so they spot you quickly. This helps enormously and speeds up the process for everyone!

COMMUNICATION WITH SCHOOL

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicate with parents and help you stay up to date.

Penistone St John's uses Teachers2Parents and our school website to send texts and e-mails. All letters are e-mailed to parents and a copy is placed on the school website in the virtual office section. All parents' email addresses and mobile numbers are entered onto the system. This reduces the use of paper and it ensures information gets straight to parents as quickly as possible. Please keep your details up to date.

Newsletters

Regular newsletters are sent out via email. Events are celebrated through tweets and the school website.

Events calendar

You will receive regular events calendars and details of events will also appear on the live calendar on our school website homepage: www.penistonestjohns.co.uk

SCHOOL WEBSITE AND TWITTER



The school website is a fabulous information tool. Have a look here for the school calendar, information on staff and lots more.

www.penistonestjohns.co.uk

There is a Twitter link on the home page. It is particularly interesting as it is updated daily with snippets of school life.

There is no need to sign up to Twitter if you don't want to, simply view the tweets from the school homepage. This is a good place to look during the winter, as school will post tweets and messages updating parents as to the opening or closing of school in bad weather. Search for our twitter feed @penistonestjohn



Talking to your child's teacher

If you want to contact your child's teacher you have a number of options. If you need to ensure the teacher receives the message on the day then you can:

Give your child a letter to hand to their teacher.

Report to the school office at 8.30am and ask the office to pass on a message.

Catch the teacher at the end of the school day for a quick chat.

Phone the school office and leave a message for the teacher to make an appropriate time to meet. - remember to say if it is urgent and they will call you back when they can.

As you can imagine, the school office is inundated daily with letters and reply slips. Always write your child's name, class and what it is that you are sending in on the envelope so that it will quickly be given to the correct person in the office. Remember, you can recycle old envelopes if you need to use one.



Go through your child's school bag daily to see what is lurking inside!



Before picking up the phone to ring school, check the calendar and letters section on the school website.

COMMUNICATION - SOME FREQUENTLY ASKED QUESTIONS

How do I let the school know about medical and hospital appointments?

If the appointment really can't be organised outside of school hours, then you'll need to write a letter to the teacher who will pass it to the office. The letter should state the date, time, and type of appointment e.g., hospital, doctors etc. If possible, you should include a copy of the actual appointment letter as well.

How will the school let me know if it's closed due to snow?

Whilst the school is determined always to stay open, severe inclement weather such as snow can mean that it isn't safe for pupils to be in school. On these rare occasions the school uses their website, their Twitter feed, Email and direct texting to all those who have registered mobile numbers.

What should I expect at parents' evenings?

Parents' evenings take place twice a year in October and April. You will be able to make appointments, available on a first come first served basis by booking them online. You will be able to see your child's books and pre-book a 5-10 minute slot to talk to your child's teacher about how your child is getting on. It's a chance to hear from the teacher, as well as to ask any questions you have.

What should I do if my child is unwell and unable to go to school?

Please phone the school office first thing in the morning to let them know, otherwise school will phone you once the register highlights your child's absence after 9.30am.

What if my child falls and has a cut or open wound?

Plasters will be applied to cuts. Please advise the office in writing if your child is allergic to Plasters.

Will the school administer medicine to my child?

If a doctor has **prescribed** medicine for your child that has to be taken more than **three** times a day, the school office team will give it to your child at lunchtime but medical paperwork needs to be filled in. Any medicine being taken three times a day or less, needs to be administered at home. Please ensure that the medicine is clearly labelled with your child's name. Medicines must be handed to the office team by an adult with the medical form filled in.

Does school take children on trips?

School organises for all children go on trips, as they contribute to the child's learning of a current or future topic. Parents are informed and given details when these visits are organised. Some educational day visits require payment for transport and entrance fees. Costs are kept to a minimum, but voluntary contributions will be requested.

Emergencies and Accidents

All parents are required to complete an emergency contact form, which is then kept in the office. It is absolutely essential that this is kept up to date with all contact details. If a child is unwell, you will be contacted to arrange care for your child. In the event of an accident requiring

hospital treatment, parents will be contacted and asked to accompany their child to hospital. If children sustain a bump to the head or a minor injury, parents will be notified via medical tracker with an email being sent home.

What happens if I want to take my child out of school during term time?

Leave during term time is only granted in exceptional circumstances and needs to be authorised by the Headteacher at least 2 weeks prior to the request. All school testing takes place during May, so please avoid any absences during this time.

KEY EVENTS THROUGHOUT THE SCHOOL YEAR

Children really do love having their parents come into school and there are lots of occasions where you will be able to come and visit.

Sparkle and Shine Assembly

Every Friday, in and out of school achievements are celebrated. For this assembly, your child is welcome to bring in a certificate or trophy that they have been awarded. They will then be called up to the front and asked about how they earned the award that they have achieved. Reception and Nursery, will celebrate their achievements in class.

Parent Open Days and Afternoons

Parent Open Days take place throughout the year. During these days, parents are invited into class to experience the learning. These are fabulous opportunities to come into school and get an insight into what and how your child learns. The children really do love to be able to show how clever they are and to teach you new things too!



If you are unable to attend an event in school, feel free to ask someone else to go in your place whether it be a grandparent, uncle or aunt. It really matters to the child that they have a grown up there to look for and show off to!

Nativity

Every year group at Infants puts on the Nativity production and this is performed for parents. Tickets are limited to two per child. The performances are filmed and streamed through our school You Tube page.



Make sure you have signed the permission form for video and photographs if you want to see your child in the performance.

Christmas

Christmas is celebrated by our nativities in KS1 at school and carol services led by KS2 at St John the Baptist Church. Parents are welcome to attend.

Easter Bonnet Parade

Infant children have their annual Easter Bonnet Parade the week before the Easter holidays. Parents are asked to help them create their Easter bonnets at home and are then welcome to come and watch the parade.

Sports' day

This is held in the summer term and takes place in the afternoon. Parents are welcome to come to cheer along their children. Children are split into colour groups and earn valuable points in order to see which group will be the Sports' Day champion!

Curriculum

The curriculum at Penistone St John's is designed to enable children to "become their best versions of themselves" by providing a broad and balanced education that meets the needs of all children. It provides opportunities for children to develop as independent, confident and successful learners, with high aspirations, who know how to make a positive contribution to their community and the wider society.

Reading in School

Our school reading motto is 'Learn to read, read to learn' Penistone St John's uses the Read Write Inc system to teach our children to read.

They experience success from the very beginning. Lively phonic books are closely matched to their increasing knowledge of phonics and 'tricky' words and as children re-read the stories, their fluency increases.

Along with a thought-provoking introduction, prompts for thinking out loud and discussion, children are helped to read with a storyteller's voice.

Parents of Reception children are invited one evening in the autumn term, to find out all they need to know about the curriculum and how school teaches reading. It also gives vital info on how to help with reading at home and how to read with your child.

Alongside learning to read, we are keen to develop a lifelong love of reading. Daily class stories, peer readers, world book day celebrations and weekly visits to the local and school library all build this love.



Find out when your child's library day is and make sure they visit and choose a book for you to read together

Maths in School

We are committed to ensure that children are able to recognise the importance of Maths in the wider world and that they are also able to use their mathematical skills and knowledge confidently in their lives in a range of different contexts. We are committed to developing children's curiosity about the subject, as well as an appreciation of the beauty and power of mathematics. The school uses the NCETM Maths materials and this ensures that children experience challenge and success in mathematics by developing a growth mindset.

We further promote children's enthusiasm for maths through competitions such as: TT Rockstars and Numbots.

The Wider Curriculum

Our curriculum celebrates the diversity and utilises the skills, knowledge and cultural wealth of the community while supporting the children's spiritual, moral social and cultural development, ensuring that children are well prepared for life in modern Britain.

Please visit our school website to discover the wide and varied topics that children will learn about in each year group.

Ways to get involved with our school

Governing Body

Occasionally opportunities arise for parents to join the school governing body. Any vacancies will be advertised in a letter to parents.

Parent and Teachers Association

The PTA helps to raise funds for school with a range of events throughout the year. They meet one evening every month at Cubley Hall.

One of our major events is creating the Lord Mayor's Parade float!

Parent Helpers

Parent helpers are parents who give a few hours to help in some way, for example, they may help as an extra pair of hands on a school trip or as a walker, accompanying children to the library or church or serving teas and coffees at an event.

If you would like to get involved with any of the above groups, speak to your class teacher or the school office for more information.

Some final top tips!

Buy shoes with Velcro straps until your child is confident doing buckles or laces.

If you have missed any order forms or letters, go to school's website and you'll find them in the virtual office.

The school office phone number is 01226 762496 (Option 1 Juniors and Option 2 Infants).

Save it on your mobile phone in case you need it in an emergency.

We are really happy that you have chosen Penistone St John's . We hope that you get involved and enjoy being part of our school community.