Kingsley St John’s – FAQ’s for Parents/Carers

School Uniform and Equipment

Q. **What should my child wear for school and PE?**

A.   
   
**Girl's school uniform**:   
School logo blue cardigan/jumper, White collared t-shirt with/without school logo,Grey skirt/trousers,White socks or grey/black tights, andBlack school shoes. In the summer, girls can wear a blue checked school dress with/without school logo.   
**Girl's PE uniform**:   
White logo t-shirt,Blue shorts, andBlack pumps (KS1), Black pumps for indoor and trainers for outdoors (KS2)During the cooler months, blue tracksuit bottoms/blue tracksuit.***Boy's school uniform***: School logo blue cardigan/jumper, White collared t-shirt with/without school logo,Grey shorts/trousers, White/black/grey socks, Black school shoes.***Boy's PE uniform***: White logo t-shirt,Blue shorts, andBlack pumps (KS1), Black pumps for indoor and trainers for outdoors (KS2)During the cooler months, blue tracksuit bottoms/blue tracksuit.

All uniform is ordered in school

Q. **Where else can I buy reasonably priced uniform?**

A. Supermarkets are a good place to look for uniform such as trousers and skirts, plain polo shirts etc. Argos, Marks and Spencer and other department stores also stock similar items.

Q. **Is it OK for my child to wear a white plain collared t-shirt without the school logo?**

A. Yes

Q. **Can my child wear formal shorts during the summer?**

A. Yes.

Q. **Can my child wear sandals to school during the summer?**

A. No, open-toed sandals are not allowed for safety reasons.

Q. **What bags should I buy for my child?**

A. Your child will need a school bookbag, and a PE bag. These are available via the school office.

Q. **What size of uniform should I buy for my child?**

A. Details of the available sizes are available for each item of clothing, or you are welcome to try sizes in school.

Q. **Does my child need a tracksuit for PE?**

A. No, it’s optional.

Q. **Can I buy second-hand uniform?**

A. Yes, FRIENDS will hold a sale in school each year. More details will be provided at the beginning of the term.

Q. **Does my child need to take a book bag to school everyday?**

A. Yes. This is used to carry your child’s reading book and reading record, and sometimes letters, information flyers or leaflets will be put into the book bag for you to read.

Q. **Does my child need to take a PE bag to school everyday?**

A. No. PE kit should be brought to school at the beginning of term. The kit will be returned to you for washing, usually every half term, but more frequently if needed. All bags and each item of PE kit should have some kind of name label or be marked with your child’s name.

**Q. Do I need to put spare uniform in my child’s book bag, in case they get wet?**

A. No. Parents will be contacted in the rare event that a change of clothes is required. Parents are informed in advance if children are involved in a messy/art activity and advised to bring in an art shirt/old clothing.

Lunch at School

Q. **How will I know what my child has had to eat each day?**

A. School lunch menus are provided to parents in advance and daily/weekly choices are available on the school website homepage. They usually follow a 4-week cycle. Two choices are provided, including a vegetarian option. Sometimes there will be special lunches on a “theme” such as Valentines Day or Bonfire Night. Meals cost £2.20 a day from September 2015 and need to be paid in advance through Parentpay.

Alternatively, you may prefer to send your child to school with a packed lunch.

Q. **Is my child entitled to free school meals?**

A. All children in KS1 including Reception are entitled to a free school meal. Other children may be entitled to a free school meal. To find out if your child is eligible for Free School Meals, please speak to the school office or see the attached link on the Cheshire West and Chester website for further information, <http://www.cheshirewestandchester.gov.uk/residents/education%20and%20learning/school%20meals.aspx>

Q. **Are there any rules about what I can give my child for his/her packed lunch?**

A. Yes, a balanced diet/healthy items are encouraged. Sweets/chocolate are not allowed.

**Q. Are snacks provided**

A. Morning snack is available to buy in school (toast, bagel, etc.) or children can bring their own. Healthy options are encouraged, crisps and chocolate/sweets are not allowed. Fruit is available each day for pupils in KS1 during afternoon play.

General

Q. **Do I need to check my child's book bag each day?**

A. You will need to read with your child regularly, and will need to make an entry in the reading record after each read. Also, it’s worth checking in the book bag for any communications from school or Friends.

Q. **How do I find out about what is going on at school (e.g. dates for the diary)?**

A. All events will be communicated to you via the school newsletter, which is sent out once per month during term time via e-mail and loaded onto the school website. This also includes any events organised by Friends. Texts are also sent to parents sometimes, with reminders. It’s important that you make sure that the school office has a mobile phone number and an e-mail address for you, as many communications are sent via e-mail and/or text message.

Q. **Is there anyone that can help me if I have questions during the school holidays, and I can’t find the information I need on the school website?**

A. Unfortunately school is closed during the school holidays so we would encourage parents to contact us during term time. However staff are usually in the office on INSET days. You can always e-mail the school admin or the headteacher during the school holidays who will check their email accounts regularly.

Q**. Will there be extra-curricular activities available?**

A. Yes, full details of the clubs available are normally provided by letter during the first week or two of each term

Q. **Can my child have a mobile phone in school?**

A. Children in Reception, Year 1, Year 2, Year 3 and Year 4 are not permitted to bring mobile phones into school.

Children in Years 5 and 6 are permitted to bring mobile phones into school, if they have written permission from a parent or carer. Their phone must be turned off and handed in at the start of the day. It will then be given out at the end of the day to take home.

Q. **What do I do if I have a complaint?**

A. Please contact the school office and/or refer to the complaints policy here: http://www.kingsley-st-johns.cheshire.sch.uk/page/school-policies/8497

Q. **What’s Key Stage 1 and Key Stage 2?**

A. Key Stage 1 (KS1) includes the Early Years Foundation Stage/Reception, Year 1 and Year 2 classes. Key Stage 2 (KS2) is Years 3, 4, 5 and 6.

Q. **What’s the best way to contact my child’s teacher? Do I need an appointment?**

A. You are able to speak to your child’s teacher either before school or at home time for any quick queries but an appointment is advisable if you wish to discuss anything at length. Please contact the school office who will liaise with the teacher and arrange a mutually convenient time.

**Q. Does the School have a 'reward' system for continuous good behaviour?**

A. All children are encouraged to behave well and follow the rules. Our behaviour policy is available on the school website. Rewards include verbal praise, stamps, house points and certificates. There is also a golden book where significant achievements are recorded and shared during our celebration assembly.

Q. **When are parent’s evenings?**

A. Progress evenings are held in October and March. Dates are communicated with as much notice as possible

**Q. Are there any school trips organised?**

A. There are residentials (overnight stays) in Class 2 (1 night) and Class 3. Full details are provided to parents and carers in plenty of time beforehand.

There are also other opportunities for other day trips and visits, and again these will be communicated as and when those opportunities arise.

Learning

Q. **Will my child get homework, and if so how often? How long should it take to complete?**

A. Yes, homework is set each week. This includes an expectation that the child will practise their reading regularly. Full details for each class are available in the homework policy available on the school website and the class newsletter which is given out at the start of term.

**Q. How often should I read with my child, and for how long?**

A. If possible, daily for at least 10-15 minutes, especially in Reception and KS1. Whatever time you can spare, please make sure that it is quality time enjoying a book together.

Q. **During SATS and other testing, will my child know that they are being tested?**

A. Yes in KS2. In Reception and KS1 this is done less formally when possible.

**Q. Do I need to prepare my child for SATS and other testing?**

A. Regular support and monitoring with homework is really helpful but talking to them about their work and helping them with any revision or testing, for example, on their times tables should suffice. Regular praise and confidence building is also key.

**Q. Where can I get more information about SATS and other testing?**

A. Ask your child’s class teacher or Mrs Jones or look up SATs online where detailed information and sample tests are available.

Pick ups and Drop offs

Q. **How do I contact a teacher if I don't drop off or pick up?**

A. You don’t need to inform school about dropping off however please contact the school office if someone different/unknown to your teacher is collecting your child. They will pass the information on to the class teacher.

Q. **What time can I leave my child in the morning in the playground?** **Is it different for infants and juniors?**

A. The school gates are opened at 8.40am. KS1 children should not be left on their own. KS2 children can come into school on their own from 8.40am however please do not leave children unaccompanied before then as the school cannot be responsible for their safety and welfare. All children must be in school for 8.50am.

**Q. What should I do if I am stuck in traffic and cannot get to school on time to collect my child?**

A. Please contact the school office and we’ll arrange for the children to be looked after until parents arrive. If it’s likely to be a long delay, the onsite ‘Buddies’ club is an option.

Buddies Club and Breakfast Club

Q **What is Buddies Club**?

A. Buddies club is a privately owned childcare setting. It manages a ‘before and after school club’ at Kingsley St John’s School.

Q. **What time do breakfast club and afternoon “Buddies club” start and finish, and what do they involve?**

A. Breakfast club opens at 7.00am and finishes at 8.50am for juniors

All children will be provided with breakfast and will then be free to play, supervised, until school starts.

Afternoon Buddies club starts at 3.15pm and ends at 6pm, by which time all children should be collected.

A snack is provided. Children can be supported with homework during this time, or they can play, supervised by club staff.

Friends (PTA)

Q. **Is the PTA open to any parent or carer?**

A. Absolutely, yes!

Q. **When are Friends meetings and what are they like?**

A. There is usually an FOH meeting approximately two or three times per term. They are friendly, open, informal meetings and all parents are welcome to come to express their views, make suggestions and/or help out!

Q. **Do I have to commit lots of time to help?**

A. No. We would ask all parents and carers to do at least one thing during the school year, when it is convenient for them. We have a small band of willing parents who regularly help, but if every parent did one thing to help during the school year, it would be so much easier and the likelihood is that we would be able to raise more money. Details of any help needed for events is included in the weekly newsletter.

Absence and School Policy

Q. **What is the School's policy on bullying?**

A. The school has a zero tolerance approach to bullying and, though rare at Hillside, any incidents are dealt with seriously and immediately. The school supports national anti-bullying week every November, including ‘Blue Friday’, an anti-bullying day. A copy of the anti-bullying policy can be found on the school website:

http://www.kingsley-st-johns.cheshire.sch.uk/page/school-policies/8497

**Q. What is the school’s policy on absences?**

A. Term time absence is strongly discouraged and holidays will not be authorised unless in exceptional circumstances. A copy of the absence policy can be found here: http://www.kingsley-st-johns.cheshire.sch.uk/page/school-policies/8497

**Q. What is the school’s policy regarding unacceptable behaviour?**

A. A copy of the behaviour policy can be found here:

http://www.kingsley-st-johns.cheshire.sch.uk/page/school-policies/8497

**Q. What should I do if my child tells me that another child or children has hurt him in the playground?**

A. Please contact your class teacher or a member of staff asap.

**Q. If my child has a medical appointment at 11am, should they come to school beforehand, and should they come back to school afterwards?**

A. It is preferable for appointments to not be booked during the school day/term time. However if it is unavoidable, ideally children should only miss school for the duration of the appointment and related travel time, depending on the time of the appointment. Where ever possible therefore, essential appointments should be made at the beginning or end of the school day to avoid disruption. Please let the class teacher or school office know in advance. Evidence of appointments may be requested.

**Q. Can I take my child on holiday during a school term?**

A. Head teachers are unable to authorise leave during term time, unless for exceptional circumstances, which does not include family holidays. Parents are requested to complete a leave of absence request form in advance if they wish to take their child out of school for any period of time (excluding medical appointments). Parents may be liable for a fixed penalty notice, issued by Cheshire West and Chester Council.