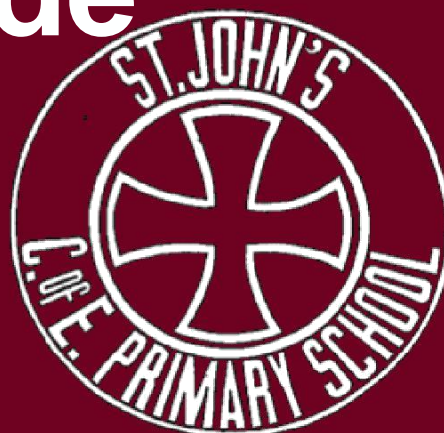




'The JOY of the Lord is Your  
Strength' (Nehemiah 8:10)

# School Guide

**St John's Church of England  
Primary School  
Crossens  
Southport**



Updated **September 2021**

'...there's a masterpiece in everyone'



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## Contact us

**St. John's Church of England Primary School,**  
Rufford Road,  
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**Tel: 01704 227441**

**Email: [head.stjohnscrossens@schools.sefton.gov.uk](mailto:head.stjohnscrossens@schools.sefton.gov.uk)**

**Web: [www.stjohnsprimary.co.uk](http://www.stjohnsprimary.co.uk)**





# Welcome

*A small, friendly  
school with big  
expectations*

Whether you already have a child at St John's or you are a parent/carer who has decided or are considering sending your child here, we hope you find this booklet useful.

We would suggest making an appointment for a visit as experiencing the ethos and atmosphere of our school is highly recommended – we guarantee that you will find a warm welcome.

St John's is a one form entry Church of England Primary School situated within a village community on the border of Sefton and Lancashire. We are small in size but big in expectation!

Our aim is to provide a safe, secure, supportive and challenging environment where everybody has the opportunity to reach their full potential as learners and as responsible, caring citizens.

Each child is made welcome and nurtured as an individual with his or her unique talents, abilities and personality.

Being a small school we are able to offer a caring, family ethos where children can grow and develop, secure in the knowledge that they will be known and valued as an important member of their school family.

Your support and encouragement is vital to your child's progress and development, so we look forward to your involvement and commitment to an effective home-school partnership.

St John's Church plays an important role in the life of our school. Through its influence, the core values of the Christian faith are explicitly promoted; we believe these values are reflected in the ethos of our school.

If you are a prospective parent and, having read our prospectus, you would like to view the school, please telephone the school office (01704 227441) to make an appointment.

I look forward to meeting you.

**Phil Thomson**  
**Headteacher**



# Our mission statement

The child is at the centre of our school. We aim to provide the highest standards of education.

To achieve this we recognise:

- Benefits of promoting Christian values
- Striving for excellence
- Influence of good adult role models
- Value of all previous experiences
- Strength of the principle of mutual respect
- Importance of treating children as individuals
- Need to allow children to grow emotionally, spiritually and creatively

## School aims

Our school aims to provide for the academic, moral, spiritual, physical, creative, emotional and social development of every child.

We also aim to:

- Maintain a happy, dedicated and expert staff
- Forge and maintain strong links with parents, the church and the wider community
- Maintain the school building and grounds in good order with facilities for the education and care of the pupils that are as good as our financial resources allow
- Equip the school with a wide range of learning resources
- Deliver a broad, balanced and relevant curriculum throughout the school that meets the needs of the children

# Staff 2021-22

## Headteacher

Mr Phil Thomson

## Acting Deputy Headteacher

Mrs E Thomas

## Teachers

Miss S Gill  
Ms F Adam  
Mrs C Preston  
Ms H Hudson  
Miss J Hill  
Mr K Willmott  
Mrs N Brown  
Miss G Lovelock  
Miss R Halsall

## Senior Leadership Team

Mr P Thomson, Mrs E Thomas,  
Mrs C Preston and Miss R  
Halsall

## Learning Mentor

Mrs H Maxwell

## Teaching Assistants

Mrs J Williams  
Mrs J Comstive  
Mrs C Dolman  
Mrs S Macdonald  
Mrs E Heaven  
Mrs A Maiden  
Mrs L Lawson  
Mrs R Hawthorn  
Mrs N Sleeman  
Mrs S Fitzsimons  
Ms C Dagnall  
Mrs J Jakstaite

## Staff 2021-22 *(continued)*

Office Manager	Mrs H Bond
Caretaker	Mr C Thomas
Lunchtime Welfare Staff	Mrs J Kelly Miss C Schlacter Mrs J Brant Mrs S Patel Mrs T Eckersley Ms E Nickeas
Breakfast Club	Mrs J Williams & Mrs C Dolman
FAST (Fun After School Today)	Mrs J Williams, Mrs C Dolman & Miss C Schlacter, Mrs N Sleeman & Mrs S Patel
Cleaners	Sefton Council

## What Ofsted said...

*‘A culture of high expectations from staff, parents and the church ensures that all members of the school community focus on pupils achieving to the best of their ability’*

***Ofsted 2016***



# Board of Governors 2021-22

Chair	Mr Robert Corbett (Community Governor)
Vice chair	Ms C Ascroft (Co-opted Governor)
Headteacher	Mr Phil Thomson
Parent governors	Ms V Brown Vacancy Vacancy
Foundation governors	Mrs Nicola MacDonald Mrs K Frankland Father Chris Gregory
Staff governor	Miss Rachel Halsall
Local authority governor	Vacancy
Clerk to the Governors	Mrs Karen Corbett

**Local authority governors** are appointed by Sefton's Children's Services. **Community governors** are invited to join the governing body if they hold a role in the community that other governors believe would be useful to the governance of the school. **Parent governors** are elected by the parents of pupils at the school.



# School Day

## Reception to Class 2

Gates open	8.40 am
Doors open	8.45 am
Registration	9.00 am
Morning break	10.30 am to 10.45 am
Lunchtime	11.55 am to 1.00 pm
Home time	3.05 pm

## Class 3 to Class 6

Gates open	8.40 am
Doors open	8.45 am
Registration	9.00 am
Morning break	10.30 am to 10.45 am
Lunchtime	12.10 pm to 1.00 pm
Home time	3.10 pm

There is a short act of collective worship every day - either whole school, key stage or class - see page 21.

## What Ofsted said...

*'Pupils show very high standards of behaviour both in classrooms and around school.'*

**Ofsted 2016**







# Access to school

Children and parents enter the school through the playground gate. Children should not arrive at school before 8.40 am when the school gates are opened as they will not be supervised and will not gain entry to the playground.

When the bell goes at 8.45 am, children line up and will be met by teachers and escorted into class. At home time, the gate is opened at 3 pm.

## Punctuality

Good attendance and punctuality is important. Children should be settled in class by 9 am when the register will be taken. Children arriving after this time will be marked late.

## Absence procedure

If your child is ill, please telephone the school office (01704 227441) on the day of their absence before 9.30 am. Please follow this up with a letter to your child's class teacher.

## Holidays during term time

You are asked to avoid booking holidays during term time as this has an adverse effect on your child's learning. We do appreciate, that from time to time, you may wish to keep your child off school for important family reasons. However it is the governors' policy and the policy of all Southport schools that holiday requests will be unauthorised. We monitor attendance and punctuality. If a child's attendance falls below 90% parents will be contacted.

# Planning, preparation and assessment time (PPA) for teachers

All teachers are entitled to have 10% of their teaching time as non-contact time out of the classroom to plan, prepare and assess. At St John's this time is usually taken in half day slots each week when the class is supervised by either a teacher or a Level 3 trained Teaching Assistant. When the latter happens, children work on curriculum based consolidation activities planned by their teacher.

## Lunches

Children can choose to bring a packed lunch or have a school dinner at lunchtime. Children are given several choices each day by our wonderful catering contractors – Mellors – who are willing and able to cater for a variety of nutritional needs. Menus are sent home regularly and are available on the website. All children in Years Reception – Two are entitled to a free school meal.

## What Ofsted said...

*'Expectations are consistently high throughout the school in all subjects. Teachers and teaching assistants know pupils very well.'*

**Ofsted 2016**

# Communication

Any concerns you may have should be brought first to the attention of the class teacher.

If you need to speak with your child's class teacher, it is best to do so in the first instance via Class Dojo (our communication platform). It may be possible for you to meet prior to the start of school at 8.45 am, but please be aware that this is a busy time and a mutually convenient time for a chat may be more appropriate to discuss a matter fully.

It may be possible for you to speak briefly to the Headteacher before school. Similarly you may prefer to make an appointment.

Our weekly newsletter (issued on Fridays) contains a detailed record of school news and events. The newsletter is also posted on our school website:

**[www.stjohnsprimary.co.uk](http://www.stjohnsprimary.co.uk)**

We operate a system of contacting parents/carers by text message or through Class Dojo to inform them of changes to arrangements or to issue reminders. It is very important, therefore, that we hold your current mobile telephone number on our records and that you inform us immediately if the number changes.

# Complaints

If you are concerned about anything relating to your child's education and welfare, the first person you should speak to is always his/her class teacher. Having done this, you may decide that certain concerns need to be brought to the attention of the Headteacher.

It might be necessary for you to contact the Chair of Governors and, ultimately, Children's Services at Bootle Town Hall.

# Uniform and belongings

We want children to look smart and to be proud of their school.

## Boys

- Grey trousers or shorts
- White polo shirt
- Sweatshirt with school crest
- Grey socks and black school shoes (not black trainers)

## Girls

### Winter

- Grey skirt, pinafore dress or grey trousers
- White polo shirt
- School sweatshirt or sweat cardigan with school crest
- White or grey socks and black shoes

### Summer

- Red and white checked dress
- White socks and black shoes

Children who fail to wear the correct school uniform will be issued with a letter informing their parents/carers. Please make sure your child's uniform is clearly marked with his/her name.





# PE kit (boys and girls)

- White T-shirt
- Black shorts
- Pumps

Children can wear tracksuits for outdoor PE during cold weather. PE kit should be kept in school during the week and taken home for washing on a Friday.

Children may only wear football kits for after school clubs such as football.

Children may change into trainers for outside breaks and lunchtimes only. Shoes must be worn indoors and on the journey to and from school.

Jumpers, cardigans, polo shirts, reading book bags, hats, scarves, fleece jackets, baseball caps, water bottles and swimming hats are all available with the school crest.

School sweatshirts and polo shirts embroidered with school crest are available from the following locations:

*Zips and Snips*, King Street, Southport.

Whitakers, London Street, Southport



# Lost property

All unclaimed and unnamed items of lost property are disposed of or donated to charity at the end of every term. The school accepts no responsibility for items that are lost or damaged in school unless it can be proved that the damage has been caused wilfully and deliberately.

# Children's hair

Children's hair should be neat and tidy at all times. Children with long hair are required to wear it tied back for reasons of health and safety (e.g. in PE lessons) to prevent it from distracting their vision and to help prevent the spread of head lice. Children are not allowed to wear elaborate hair decoration or other styles of a generally inappropriate nature for school (e.g. unnaturally coloured or with shaved lines or symbols.)

# Equipment

Children do not need to bring their own equipment into school. The class teacher will provide pencils, pens, rulers etc.

# Mobile phones

Mobile phones are not allowed in school. However, we realise that some children walk to and/or from school by themselves and may need to be in contact with parents. If that is the case, children are expected to hand their phone in to teachers in the morning and pick it up at the end of the day.

# Jewellery and make-up

No jewellery should be worn in school, with the exception of watches and stud earrings. Nail polish or make-up of any kind is not allowed. If worn children will be asked to remove it.



# Curriculum

Each term parents are given a 'curriculum overview' that gives a brief overview of the work to be covered. It will reference content of the various subjects studied. Where possible, teachers will make links between subjects to create atopic but this is not always possible in order to teach our statutory content, the National Curriculum.

We hope our curriculum overviews will help you support your child's learning at home with reference books, trips to the library, days out, etc. These documents are available on our school website.

## Creativity and JOY

At St John's we are proud of the many opportunities we offer children to experience creative and artistic activities.

All children take part in dance as part of the PE curriculum. Some children are given the opportunity to play the recorder and the violin. As part of the Sefton Wider Opportunities scheme, children have been given the opportunity to learn stringed and brass instruments during dedicated lessons.

Children's artwork is highly valued and displayed around the school. During their time at St John's all children have the opportunity to take part in stage productions.



# Sport

Children play a wide range of sports as part of the PE curriculum such as football, netball, rugby, hockey, gymnastics, dance, swimming, athletics, rounders and cricket.

Children may also take part in sports as part of our extra-curricular programme. PE is enhanced by the strong links established with Stanley High Specialist Sports College in Southport where we are able to access specialist sports coaching.

## RE and collective worship

Religious education is conducted according to the 1988 Education Reform Act. We use Sefton's agreed syllabus that teaches about Christianity, other major religions and their festivals as well as consideration of feelings, attitudes and values.

Collective worship is seen to be an essential aspect of school life and is valued by staff, parents, governors and children. St John's has several core values at the heart of its school life and these are re-visited often in worship time and throughout the wider curriculum. Our values were re-launched in October 2016; you can find out more on our website.

Collective worship or assembly is held each day. This may be a class, junior/infant, 'sing and praise' or whole school assembly. Every half term a Celebration Assembly is held where parents are invited to see their child being celebrated for his/her good work, attitude and behaviour.

Father Chris Gregory from St. John's leads our worship time regularly. We are also regular visitors to Church next door with clergy and congregation regular visitors to school.

Parents have the right to withdraw their children from collective worship. If any parent exercises their right to withdraw their child from worship alternative activities will be provided.

# Social and Emotional Learning

All adults working with children consistently use strategies to help children understand their own emotions and those of others. Use of emotional intelligence, i.e. understanding feelings and emotions as a significant factor in learning, is seen to be of paramount importance.

## Sex education

Relationship and Sex Education (RSE) is taught as part of a planned programme of Personal, Social, Health and Citizenship Education (PSHCE). Year 5 children are taught about the subject in more detail with support of a Christian-based agency called 'Lovewise.' Parents will have opportunities to discuss this planned programme with the class teacher before it is delivered to the children.

## Assessment

High quality assessment of children's progress and attainment takes place on a daily, weekly, half termly, termly and yearly basis.

Senior Leaders meet with each member of staff at the end of each term to discuss the progress of every child in reading, writing and maths.

Children who may be falling behind their expected target will be identified and intervention programmes will be planned to boost their learning. Staff note your child's progress at every stage to inform future planning. In addition, children in Years 2 and 6 sit national tests/tasks in May.

In other year groups non-statutory national tests are carried out. Teacher assessments made throughout the year are used to assess the progress and achievement of this cohort.

# Special Educational Needs (SEN)

Our aim is for all children to fulfil their potential in school. We want to challenge and encourage all children to perform to the best of their ability. We strive to identify and assess 'special educational needs' and to make provision to meet them.

Parents will be involved in discussing special needs provision and the effectiveness of it. Each class is well served by our excellent team of teaching assistants who work with the teacher to provide additional learning support.

We recognise that particularly able children have a special need too and we strive to challenge and stretch them by providing differentiated work or more able challenge group work.

The teacher responsible for special educational needs is Mrs Charlotte Preston. There are links to our Special Educational Needs Policy and Sefton's local offer on our website.

## Homework

Homework guidance is issued in the autumn term. The purpose of giving homework is primarily for consolidating skills.

Homework mats and menus allow children to choose carefully from a range of selected activities that encompass different curriculum subjects. In Years 5 and 6, children are set more structured tasks using an online platform called SATs Companion which helps prepare for high school.

## What Ofsted said...

*'Pupils benefit from a stimulating curriculum which captures their interest and ensures that they enjoy learning.'*

OFSTED 2016

# Behaviour and discipline

We want your child to learn in a **calm, secure and hard working environment**.

In order to achieve this, we have a very clear behaviour policy and Code of Conduct that strongly emphasise the importance of good behaviour.

We strive to reward good behaviour and the keeping of school rules. Each class has its own set of rules devised primarily by the children.

Teachers use a range of stickers, certificates and letters to take home to reward good behaviour. Behaviour and anti-bullying policies are to be found on the website.

The recently reviewed and revised Positive Behaviour Policy (alongside the introduction of stepped boundaries) has put our core values at the centre of our high expectations for behaviour.

Whilst rewards and positive reinforcement are at the heart of the policy, there are also clear sanctions for when behaviour falls below expectation.

## Internet policy

Our policy on children's use of the internet is available on the website. Please read it and discuss this with your child.

## Media and web consent

A letter is issued when children start school where parents/guardians who do not want their child's name or image to be used in this way are given the opportunity to advise us of this.



# School travel plan

The children, staff, parents, governors and members of our local community have all helped in the compilation of a School Travel Plan. The plan aims to:

- Reduce congestion on Rufford Road
- Reduce the risk of an accident
- Promote the benefits of regular exercise and a healthier lifestyle
- Improve the environment

Walk to School/Park Away Days feature in the school calendar. They coincide with assemblies following a healthy living theme, where the benefits of regular exercise, healthy eating and caring for the environment are raised.

## Cycling to school

Children are welcome to come to school on their bicycle or scooter. Cycles and scooters can be stored safely at the back of the school. Our expectation is that all children cycle to school safely and dismount before entering the playground.

Children take safe cycling training in Year Five.

School governors state that all children who cycle to school should wear a cycle helmet please.



‘stimulating, fun and safe -  
physically and emotionally’

# Playground

We try to make our playground and the whole outdoor environment as **stimulating, fun and safe** as possible - both physically and emotionally.

We have a play court to enable children who want to play ball games at break and lunch times to use on a rota basis. Our playground and field also features a climbing wall, an adventure trail, a performing stage, several flower and vegetable planting areas and an outdoor reading area.

# Health and safety

A **safe and secure** school is our top priority. We aim to ensure that the environment in which your child works and plays is continuously monitored for any potential dangers. The Governors' Health and Safety Committee helps to achieve this alongside our designated partner, Compliance Education.

# Administering medicine

School staff are not permitted to administer medicine to children. If a child is on a course of medication that requires medicine to be taken during the school day (e.g. lunchtime) a parent or other authorised adult is required to come to school to administer it. Should this prove impossible and a child's attendance may suffer as a result, an application can be made to the Headteacher. Forms are available from the office.

# Breakfast Club

Our Breakfast Club meets every day. It is a provision offered to parents whose working patterns mean that it is convenient to drop their child off at school at 7.45 am.

Children are given a full, healthy breakfast and plenty of activities to do before the school day begins.

A session in our Breakfast Club costs £4. We are happy to take bookings from parents who need to use the service every day and those who only need to use it once in a while.

Booking forms are available from the school office or from Mrs Williams – Breakfast Club Manager - and on the website.

As the Breakfast Club is open to all ages there is always a family atmosphere where older children are encouraged to play with their younger peers.





# FAST Club

FAST (Fun After School Today) Club is a childcare provision at the end of the school day until 5.30 pm. We are most fortunate that this provision is led by some of our highly experienced teaching assistants – high quality care, a healthy snack-tea and enriching activities all within a friendly, family atmosphere.

It can be used on occasional days or after every school day depending on parents' needs.

Children are collected from their class at the end of the school day or after an after school club and supervised until they are collected by parents or carers. Collection can be as late as 5.30 pm.

Places are often available at short notice but many parents choose to book places a term in advance.

Booking forms are available from the school office or from Mrs C. Dolman and Mrs J. Williams - FAST Club managers - or via the school website. See charging policy for up-to-date charges.

## What parents said...

*'I chose St John's for my son because it's always had strong links with the local community and church which I feel are as important in a child's development as the curriculum taught in the school'*

*'Relationships between staff, parents and children are fantastic. There's an extremely caring, supportive atmosphere and ethos within the school'*

*'St John's is an excellent school. I feel there is very little room for improvement as the school always works together and highly praises the pupils, boosting their confidence'*



# Extra curricular clubs

We run a wide variety of after school clubs, details of which are circulated at the start of every term. These have recently included:

- Tag rugby
- Chillout
- Book Club
- Football
- Netball
- Street dance
- Choir
- Running Club
- Film Club
- Dodgeball
- Plus many others

# Charging for school activities

Like all schools St John's is entitled to ask for voluntary contributions to help to fund certain activities such as educational visits. Our governors also allocate a sum from our annual budget to help towards the cost of such trips.

If we do not receive sufficient voluntary contributions, activities of this sort cannot go ahead. Where educational visits take place beyond and/or outside school hours (such as residential trips) we do charge for them.

# Admissions

We admit all children in the autumn term of the school year. Children start school in the September following their fourth birthday. The school operates the General Admission Policy recommended by Sefton's Children's Services.

Children who join our school in Reception Class aged four start the autumn term slightly later than children in other classes and some attend for half days only for a short time. All Reception children are usually attending full time by mid-September in the year which they join.

If you are interested in your child attending St John's then you will be asked to complete an 'Expression of Interest Form.' The admission process is handled centrally by Sefton Council and application forms can be accessed online or in hard copy from Sefton's Admissions Department:

**[www.sefton.gov.uk](http://www.sefton.gov.uk)**

Appointments with the headteacher to view the school are welcomed and encouraged.



# Parental partnership

We believe that children will be happy and successful learners in school if their parents are fully involved in a three-way partnership:

## Child – Teacher - Parent

Parents' evenings are an important part of this process. There is an opportunity for you to meet with your child's teacher early in the autumn term. Later in the autumn term another parents' evening is held to ensure that your child has settled down and in the spring term you will have the opportunity to look at and discuss your child's work. In the summer term you will be invited to discuss your child's annual report should you wish to.

Your assistance with reading and homework is most important. From time to time we run parent workshops to support learning at home.

## Parent and Friends Association

We have a thriving and dynamic Parent and Friends Association. All parents of children at St John's are automatically members. We hope that as many parents as are able will want to take part in our social and fundraising events and become involved in the life of the school.

The PFA raises valuable funds by organising events for children and their parents. Termly discos, community bingo evenings and our annual Summer Festival are just some examples. Funds raised are spent on improving your child's school experience.

Informal evening meetings take place half termly but parents/carers who are unable to attend these meetings are invited to offer their time and help at other times (e.g. at our Christmas Fair and Summer Festival).



## St John's C of E Church

We are proud to be a Church of England school. The links that we enjoy with St John's Church are very close. Father Chris Gregory is a regular visitor to school and the children know him very well.

Father Chris guides some of our Year 4, 5 and 6 children to confirmation every year and he leads services for pupils, staff and parents at the start of the school year, harvest time, Christmas, Easter and the end of the summer term.

Every year the congregation at St John's contribute generously to the school by buying us resources to enhance our daily acts of collective worship.

# What Statutory Inspection of Anglican Schools (SIAS) said...

The principal objective is to evaluate the distinctiveness and effectiveness of the school as a church school.

*‘The school gives careful consideration to the needs of every child and all feel fully included. ‘There is a masterpiece in everyone’ succinctly sums up the headteacher’s vision for the school. Respect for all is of the highest importance, resulting in good relationships between all members of the school community’*

*SIAS Inspection 2012*

*‘St John’s is a very good example of inclusive practice due to the respectful attitudes that permeate all areas of the school’s life. The children demonstrate care and understanding for each person within the community’*

*SIAS Inspection 2012*





[tick-media.co.uk](http://tick-media.co.uk)