

Information Booklet



Excellence for All

Service to Others

Inspired by Christ



**BE HUMBLE  
BE HUNGRY  
AND ALWAYS BE THE  
HARDEST WORKER  
IN THE ROOM**

**-Dwayne Johnson**

### **Structure of the Day**

Time	Periods
0840 – 0900	Tutor Period
0900 – 0945	Period 1
0945 – 1030	Period 2
1030 – 1050	Break
1050 – 1135	Period 3
1135 – 1220	Period 4
1220 – 1305	Lunch (Period 5)
1305 – 1350	Period 6
1350 – 1435	Period 7
1435 – 1520	Period 8

### **Mobile Phones**

The school operates a strict 'no mobile phone' policy. If a pupil's phone is seen or heard, it is confiscated for 10 school days. If there is an emergency and you need to contact your child, you should ring your child's pastoral manager or Year Leader. If a pupil needs to contact home, they will be allowed to use the phone in the office.

## ENTERING/LEAVING A CLASSROOM

### Start of Lesson

At St. John's we set high expectations for every student. The points below lay out how students are expected to enter and leave a classroom.

- Pupils enter the class.
- Pupils stand up behind their desk and place their student planner, reading book and learning kit on their desk.
- The teacher will welcome you and ask you to sit.
- Register/activity starts.

**Note:** As teachers travel to different classes to teach, it may be you arrive before the member of staff. In this instance please enter the room, place student planner, reading book and learning kit on your desk and complete quiet reading until your teacher arrives. Once your teacher arrives, they will ask you to stand in silence to formally welcome you to the lesson.

### End of Lesson

- Your teacher will ask you to pack away and to listen to instructions carefully.
- Students stand behind their chair.
- Once the teacher is ready, you will be dismissed row by row.

Remember you must have with you always:



**Student Planner – Reading Book – Learning Kit**

**These will be checked in form every morning**

## **ATTENDANCE MATTERS**

It goes without saying that a good level of attendance is required from every pupil that attends St. John's. If there is a valid reason why a student is absent, a formal letter needs to be written to the form tutor. If there is a medical reason, then medical evidence or a letter from the GP needs to be provided.

### **Below are a few facts:**

- The government regards 95% as the minimum satisfactory attendance for a secondary pupil.
- 90% attendance may sound respectable, however this is the equivalent of missing a half day of schooling EACH WEEK. If this continues over the five years a child spends at school, a child with 90% attendance will miss HALF A YEAR'S schooling. A child with 80% attendance will lose A FULL YEAR of schooling over the same period.
- If you take a 2 week holiday during term time, your child's attendance will automatically be reduced to less than 95% attendance for the entire academic year.
- Remember that the only legally accepted reasons for not being in school are illness, holiday approved by school (in exceptional circumstances) or a day of religious observance.
- Keeping children away from school for no good reason is a criminal offence.
- Prolonged absence from school can lead to loneliness. It can make it harder for your child to make friends and get along with other children.
- Poor attendance has a direct link to attainment - the more school a child misses, the less likely they are to ultimately achieve good examination grades.
- You can be fined for taking your child on holiday during term time without the school's permission.

### **Being on time:**

- Gets the day off to a good start.
- Sets positive patterns for the future.
- Helps your child to make the most of their learning.
- Helps children to develop a sense of responsibility both for themselves and for others.

## Attitude to Learning Score - A2L

**1**

### Outstanding

- Outstanding effort and attitude – exemplary behaviour and focus at all times
- Actively participates in all lessons
- All HW is completed to the very best of their ability
- **Furtheres their study away from the classroom**

**2**

### Good

- Good effort and attitude – consistently well behaved and focused
- Regularly participates in lessons
- All HW is completed and of a standard appropriate to their ability

**3**

### Requires Improvement

- Satisfactory effort and attitude – generally behaves well and focused but can get distracted
- Participates positively in lessons on occasions
- HW deadlines are generally met but the effort made and standard of work produced is variable

**4**

### Inadequate

- Unsatisfactory effort and attitude – often demonstrates poor behaviour and focus
- Often has a negative impact on lessons
- HW either lacks the necessary detail or is simply not completed

## Rewards & Sanctions



- Good comments will be given for good work, good learning behaviours or contributing to the school community in some way.
- Good comments will be collated by the tutor and be acknowledged by commendation slips or certificates.
- Bad comments will be given for inappropriate behaviour, a poor Attitude to Learning (A2L), or for not wearing school uniform appropriately.
- If 3 bad comments are recorded during the week, this will result in a 30 minute detention.
- If 4 bad comments are recorded during the week, this will result in a 45 minute detention.
- If 5 bad comments are recorded during the week, this will result in a 60 minute detention. Student will also be placed on a behaviour report.
- If a student fails to bring in their diary, there will be an automatic detention of 15 minutes.
- Year detentions will be held on Monday from 3.30pm to 4.30pm.

### Uniform

- Uniform, including PE uniform, can be purchased from The Sewing Shop in Echo Square. We are also looking into teaming up with an online uniform supplier. Further details of this will be shared in due course via the school's website
- Ties and Badges can be purchased through the school and the outlet shops.
- Students can be refused entry to school if they fail to wear the correct uniform.
- Please note that applications for school support, in cases of financial hardship, should be put in writing to Mrs Kerry Browne, Finance Manager.

As well as being able to book appointments with the Sewing shop they are also able to fulfil orders via their website <https://www.the-sewing-shop.co.uk/>

Telephone: 01474 536700

Email: [orders@the-sewing-shop.co.uk](mailto:orders@the-sewing-shop.co.uk)

Address:

4 Echo Square

Gravesend

Kent, DA12 1NP

### Cashless Catering

- For your child's safety and the safety of all, St John's has a biometric system in place for the purchase of food from the canteen. (**NB.** We run a cashless catering system in school).



## St. John's Catholic Comprehensive Uniform & Kit



St. John's School requires its pupils to wear full School uniform

<b>Blazer:</b>	Black
<b>School badge and motif:</b>	Official design obtainable from school or The Sewing Shop.
<b>School tie:</b>	Official design in House colour, obtainable from school or supplier (Only Boys need ties/For Girls ties are optional)
<b>Shirts Boys:</b>	Blue (with tie)
<b>Shirts Girls:</b>	Blue revere collared blouse (no tie), Blue button-up blouse with tie.
<b>Trousers:</b>	Black-no jeans or cords. Large buckled belts and fashion trousers are not acceptable school wear. Girls may wear appropriate trousers in preference to a skirt, but they must not be skin tight or skinny fit. Trousers must be tailored rather than jeans style.
<b>Skirts:</b>	Only the official black skirt with the St. John's logo is permitted – Available from The Sewing Shop
<b>Jumper:</b>	Black plain 'V' neck jumper
<b>Shoes:</b>	Black leather, low heel. Sensible style. No branded sportswear shoes.
<b>Coats:</b>	Black or Navy blue, they should be as plain as possible with no large logos.

### Required Equipment

See image above: 2 black ballpoint pens, pencil, rubber sharpener, protractor, ruler, glue stick, highlighter, calculator, and a pencil case to keep it all in.

### Physical Education Kit List

During P.E. lessons, pupils are expected to wear the correct school P.E. uniform through years 7 to 11. All P.E. uniform should be in the appropriate House colours.

#### Girls PE Kit

Item	Requirement	Description
Black Polo Shirt	Compulsory	With St. John's logo - all items should be purchased from the Sewing Shop. *We have introduced a new polo top for the 2020/21 cohort. The old polo is being phased out but can still be worn.
Black Leggings <u>or</u> Tracksuit Trousers	Compulsory	Logo leggings available (Sewing Shop) to order.
Logo black leggings/tracksuit	Optional	
Black Fleece Top	Compulsory	With St. John's logo (Sewing Shop)
Plain black Skort	Optional Year 7	We encourage you to buy this item, but it is not compulsory.
Plain Black Shorts	Optional	
Waterproof Jacket with logo	Optional	With St. John's logo (Sewing Shop)
Trainers	Compulsory	No fashion trainers

#### Boys PE Kit

Item	Requirement	Description
Black Polo Shirt	Compulsory	With St. John's Logo (Sewing Shop)
Plain Black Shorts	Compulsory	
Black / house colour reversible rugby top	Optional Year 7/8	
Black Fleece Top	Compulsory	With St. John's logo (Sewing Shop)
Plain Black Tracksuit Trousers	Optional	
Waterproof Jacket	Optional	With St. John's logo (Sewing Shop)
Socks	Compulsory	Football socks (plain black – no visible logo)

Football/Rugby Boots	Compulsory	
Trainers	Compulsory	No fashion trainers
Plain Black Base Layers	Optional	

### **Additional Points**

- All items of jewellery (watches, earrings, bangles, etc.) must be removed for a PE lesson.
- **Valuables must be secured in a locker - the school will not be held responsible for any loss or damage to items.**
- If a pupil has a note to excuse them from PE, PE kit must still be brought and worn – pupils will adopt the role of an official or coach in the lesson.

### **Lost Property**

Students **MUST** name their clothing and equipment. There are lost property areas outside of each of the Key Stage offices in St. Ambrose and St. Clare house. If students lose uniform or personal equipment, they should check these areas prior to speaking to their pastoral manager. The lost property areas will be cleared on a termly basis, any clothing/equipment still present will be donated to local charities.

### **Parking, DDI and Medication**

- There is no facility for parents to drop off their child/children onto the school site
- Parents invited into school may gain entrance using the intercom at the front gate
- Please use Visitor Parking bays
- Parking on site for Blue Badge holders for the student only
- Students with disabilities or other issues can gain a parking permit via the Main Visitor Reception
- Students who require medication during a school day must liaise with their Community Office for information and support
- Allergies – In order to eat from the school canteen, the catering company, Sodexo, will need a letter written by your GP explaining the allergy. This is for your child's safety. Once this letter is provided, the catering company will be able to cross-reference their food to be sure they only offer food that is safe for your child. Without this letter, Sodexo will not be able to serve food to children with food allergies, and a packed lunch will need to be provided.

***Lastly, please remember our three overarching rules at St. John's....***

**BE READY**  
**BE RESPECTFUL**  
**BE SAFE**

**Please visit our website for more information:**

**<https://www.stjohnscs.com/page/?title=Year+6+into+7+Transition&pid=187>**