



11 September 2020

Irt/jcl/parentspack-20-21

Dear Parents and Carers

ST JOHN'S MARLBOROUGH

Every year we provide you with essential information to help make sure things run smoothly. Accompanying this letter you can find information relating to:

- Collecting students during the school day
- Emergency Conditions
- Off-Site Activities
- Medical Needs Information
- School Uniform Policy – applicable to all students in Years 7 - 11

Printing Charges: All students have been allocated £5.00 credit at the beginning of the year, which would allow for about 100 colour pages or 275 monochrome pages.

Yours faithfully

Ian Tucker
Principal

2020/21 PARENT INFORMATION SHEET

Collecting students during the school day:

On rare occasions during the day, students may fall unwell or have an accident and report to our Academy Nurse for treatment. We are fortunate that in most instances students require basic attention and return quickly to their lessons where possible. However, if a student is not well enough to return to class, or if the injury requires further treatment, parents will be contacted to collect their child or transport them onto further medical care if requested.

In these instances, it is absolutely paramount for parents, or one of their nominated emergency contacts, to arrive at the academy without delay to collect their child. In so far as the emergency contact is concerned, please note that in the event of an emergency, the Academy would make every effort to contact a child's parents or guardian either at home or at work. Only if these attempts failed would we get in touch with an emergency contact that is not directly responsible for your child.

Can I take this opportunity to remind parents that it is important that we always know where you can be reached. Could I please ask, therefore, that you notify us directly of any future changes of address or contact details.

Emergency Conditions:

Should an emergency arise during the academy day, the Principal has the responsibility to decide what action to take and one outcome could be closure of the Academy. Guidelines are:

- Students in Years 7 & 8 would be sent home to a responsible adult;
- Students in Years 9-13 could make their own way home and be deemed responsible enough to be home alone;
- Arrangements would be made to take home all students who travel in organised transport with the normal providers.

Should a decision be made to close the Academy during the day, particularly over the winter months, contingency care arrangements need to be in place for your child; especially if you have a child/children in Years 7 or 8. If both parents are working during the day this should be a safe and familiar environment; maybe the family home or the home of a relative or emergency contact. Please reinforce this arrangement with your child.

Off-Site Activities:

We would like to reassure all parents that when students are out of the St John's environment on activities their safety is taken very seriously. Each trip or visit requires parental permission and St John's undertakes a rigorous set of risk assessments.

For all major trips and visits you will always receive a letter giving details of the trip and you will have to return a signed permission slip or give consent via ParentPay before the student will be allowed to take part in the activity.

However, as part of normal timetabled activity there are occasions throughout the year when students are off site in the environs of Marlborough: to visit churches; carry out surveys in the High Street or to participate in sporting activities between other local schools.

In order to reduce the number of permission slips that you have to sign we will assume we have your permission to include your child/children in any Off-Site Activity during the day. If you do not give your permission, please notify the Principal in writing and on such occasions the student will be asked to remain at St John's and undertake supervised studies.

Similarly, if your child would like to take part in an after school activity/club or home fixtures, where there is no cost involved, we will again assume your permission unless you have notified the academy to the contrary. Please note that it is your responsibility to arrange transport home for your child following any after school activity.

Medical Needs Information:

St John's is an inclusive community that aims to support and welcome students with additional medical needs. We understand that it has a responsibility to welcome and support students with medical conditions who currently attend and to those who may enrol in the future. We aim to provide all students with medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Please contact the Academy nurse if you would like to discuss your child's condition and additional needs. The Medical Conditions Policy along with all other relevant documentation is available on the school website [here](#).

Medication for Students:

• Non-prescribed medication

Sometimes students may request or require pain relief (analgesics) at school e.g. Paracetamol or Ibuprofen. Generally, school staff will not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact with other medication being taken. If, however, the Academy Nurse does decide that the administration of pain relief will enable the student to remain at school there must be written or verbal consent from the parent.

In such cases a Parental Agreement Form (PAF1) should be completed and returned for the attention of the Academy Nurse. Please ensure that the child has been given the stated medication without any adverse reaction in the past. In addition, it is essential that you are confident that the student is able to give accurate information to the nurse of any medications they have taken already on that day. You will always be informed on the same day, when such medication has been given either by details written in the planner or on an administration slip, if the student does not have their planner to hand.

Some parents may decide that their child is responsible enough to carry their own pain relieving medication. In such instances, a child should carry a single dose of medication, **for their own use** in their school bags. Consideration should be given to the choice of analgesia. A child under 16 should never be given aspirin unless prescribed. If the student suffers from pain and regularly takes medication, medical advice should be sought.

As with any medication, records must be kept of when pain relief has been administered. The agreement forms and medication will be stored and locked in the medical room, reviewed annually and destroyed once the student has left the school.

• Prescribed medication

Very few medicines need to be taken during school hours and in most cases, the appropriate dosage of medicine will, can be "three times a day", and can be administered before and after school.

If prescribed medications need to be administered during the school day, then please complete the PAF2 and return for the attention of the Academy Nurse. Medicines must be in the pharmacist's original container, clearly labelled with the student's name and the dosage instructions.

Students requiring controlled drugs will not be able to carry their own medication, as this type of medication has to be kept in a locked cupboard. Please contact the Academy nurse to discuss.

• Medication and residential trips

Excluding emergency and ADHD medication, students are responsible for administering their own medications. Please ensure the medication is in its original packaging and they take as prescribed. If for any reason this is not appropriate please contact the Academy Nurse to discuss in advance of the trip.

Asthma:

Asthmatic students **must** carry their inhalers at all times or leave them with a designated adult during PE lessons. We hold emergency spacers and Salbutamol for use in an emergency. If you would like the Academy nurse to hold detailed information regarding your son or daughter's condition, please print and complete Asthma Card from the school's website and return for the attention of the Academy Nurse.

Severe allergic reactions (Anaphylaxis):

Students requiring Emergency medication for Anaphylaxis will have their Individual Health Care plan stored in the Medical Room. Students who have been prescribed an EPIPEN / JEXT **must** carry their **two** devices with them at all times. These must be taken on day, residential trips and sports fixtures.

From 1 October 2017 the Human Medicines Regulations 2017 allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis if their own device is not available or not working (e.g. because it is broken, or out-of-date). We now store an Emergency anaphylaxis kit (Epipens 300mgs) for use in emergencies. It is imperative that the school is notified if your prescription is different for any reason. Please refer to the Medical conditions policy for further details.

We currently have several students at St John's who have severe allergic reaction to nuts and other products. The allergy to nuts is the most common high risk allergen and, as such, **we would request that students do not come to St John's with lunches that contain whole nuts or nut spreads, for example, peanut butter or similar nut based spread, or bars that contain nuts, in order to help minimise the unlikely risk that these children may accidentally come into contact with nuts and suffer a severe allergic reaction.**

Please refer to the schools Allergens policy for further details.

Epilepsy medication:

Students who have epilepsy rescue medication will have an Individual Health Care Plan and medication stored in the Medical Room. Please ensure the medication is within date and any changes to the care plan or medication is communicated to the Academy Nurse.

Diabetes:

Students that have diabetes will have their Individual Health Care Plan supplied by their diabetes specialist team. Your son or daughter will have space to store additional kit and emergency supplies within the Medical room. Please keep the Academy nurse informed of any developments or changes to treatment as required.

Please do not hesitate to contact the Academy nurse to discuss any issues relating to the health and wellbeing of the students.

If you would like further information, please refer to The Medical Conditions policies available on the school website.

St John's Marlborough Uniform/Dress Code/Sport Kit Years 7 to 11, 2020/21



The St John's uniform is an essential part of the ethos of the school as it creates a sense of belonging and purpose. It is also important that we have a uniform so that students feel equal to their peers in terms of appearance and recognise that we value all students alike. Our new updated design for Year 7 students incorporates our desire for sustainability and our belief that our uniform should be as similar as possible regardless of gender and our tie, common to all, a symbol of that shared identity. Our students represent themselves and us outside of the school and are expected to maintain high standards wherever and whenever the uniform is worn, including travelling to and from school.

We expect students to attend school in neat, tidy clothing which is appropriate for the work they will be doing. We specify that non-logo'd items of clothing should be plain and sensible. We have a number of reasons for adopting our dress code:

- It enables parents to have the opportunity to choose where they buy the non-logo'd items of clothing.
- It enables students to have some choice about their clothing while, hopefully, not vying with each other to wear the latest fashion.
- It avoids staff having to spend valuable time on fruitless arguments with students about the colour or suitability of their clothing.

The following items of clothing can only be purchased on-line from our official uniform/sports kit supplier, School Colours via our website: [Uniform Shop](#)

Blazers: St John's navy blue slim fit tailored jacket with school name and logo.

Skirts: St John's tailored straight or pleated black skirt with logo **ONLY**. Skirts to be worn just above the knee, see policy below.

Jumpers: (Optional) St John's navy-blue V-neck with sky blue stripe around the neck and logo tab.

Tie: All Year 7 students from September 2020, navy-blue with logo stripes (new style)
All male students in all other year groups.

Sports Kit: St John's Navy polo shirt

Sports Kit: St John's Navy Hoody (for safety reasons, the hoody cannot be worn for Rugby)

Sports Kit: St John's Navy Rugby Shirt

Sports Kit: St John's Navy Shorts

Sports Kit: St John's Navy Skort

Sports Kit: St John's Navy Tracksuit bottoms

Sports Kit: St John's Navy/Sky Blue Socks

The following items can be purchased from the school wear (and not fashion range) of only those suppliers who offer a specific school wear range of clothing e.g. Asda, John Lewis, Marks and Spencer, Sainsbury, Tesco etc.

Trousers: Black only in a traditional tailored style, **full-length** (hem should meet shoes).

Shirts: White formal school shirt, button to neck with collar suitable for wearing with a tie and either long, short or $\frac{3}{4}$ length sleeves.

Footwear: Black shoes. These should be plain, leather or leather look, hardwearing and of a sensible style.

Socks: Navy, black, grey or white socks.

Tights: Black, navy or neutral.

Shorts: Black, knee-length, classic tailored shorts during the summer terms only – see guide below.

All of these items must conform to the policy set out below.

The school uniform required for years 7-11 with clear guidance of what is and what is not acceptable follows:

St John's Marlborough School Uniform

Acceptable

Not acceptable



Blazers: St John's navy-blue tailored jacket with school name/logo.

Blazers should be worn at all times.

New Style Jackets introduced for all Year 7 students from September 2020.

Stocks of old-style jackets available for all existing students until stock is depleted.

No other jacket or blazer is allowed.



Skirts: St John's tailored straight or pleated black skirt with logo **ONLY**. Skirts to be worn **just above the knee**.

No other style or make of skirt is allowed.

Skirt length
Skirts should be longer than the ends of the fingertips when arms and hands are held straight down by the side of the body.



Jumpers: (Optional) St John's navy-blue V-neck with sky-blue stripe around the neck and logo tab.

New sky-blue stripe jumpers introduced for all Year 7 students from September 2020.

Stocks of royal blue stripe jumpers are available for all existing students until stock is depleted.

No alternative jumper is allowed.
No cardigans, sweatshirts or hoodies



Acceptable



Trousers

Plain black, tailored and formal, straight cut or bootleg, woven fabric.

Hem should meet shoes



Not acceptable

No fashion styles e.g. cropped, jeggings, leggings, baggy, jeans/denim, cargo/combat style, or skinny trousers. No stretch material, low fitting or branded items.

No trousers with embellishments, metal studs, rips, fake zips.



Shirts: White formal school shirt with a turn down collar.

Tie: All Year 7 Students from September 2020: navy blue with logo stripes.

One button is permitted to be undone if not wearing a tie.

Shirts must be tucked in at all times.

A **plain white** vest or top can be worn under the shirt for warmth, but the sleeves **must not** show past the shirt sleeves or above the open collar.

No reverse collar or polo shirts.
No decorations, logos.
No visible, coloured t-shirts or vests.



Acceptable

Not acceptable

Or for male students



+



Shirt and Tie (Boys)

Plain **white** long or short sleeved with a turn down or buttoned collar formal school shirt must be worn with school tie, covering top button, wide end out and to the waist.

Tie: All Year 7 Students from September 2020 navy blue with logo stripes.

All existing male students in years 8 – 11. Stocks of old style ties are available for all existing students until stock is depleted.

Shirts must be tucked in at all times.

A **plain white** vest or top can be worn under the shirt for warmth but the sleeves **must not** show past the shirt sleeves or above the neck.

No reverse collar or polo shirts.
No decorations, logos.
No visible, coloured t-shirts or vests.



Shorts: Black, knee-length, classic tailored shorts during the summer terms only.

Shorts length

Shorts should be longer than the ends of the fingertips when arms and hands are held straight down by the side of the body.

No denim, tight or low fitting, not cargo style.



Shoes and Belts



Shoes: should be **plain black**, leather or leather look, flat heeled, robust and waterproof.

No heels, boots, canvas, fur, basketball boots, trainers or skate shoes.

No fashion brands, styles or accessories such as studs or bows.

No alternative coloured soles or laces.

No coloured or branded logos.



Acceptable		Not acceptable
	<p>Belts: If worn, belts should be plain, black and threaded through trouser or skirt belt loops</p>	<p>No decorative belts or buckles.</p> 
	<p>Socks: Navy, black, grey or white socks.</p> <p>Tights: Black, navy or neutral.</p>	<p>Single colour only.</p> <p>No textured, patterned, fishnet or embellished styles.</p> 

Hair, Jewellery and Make-up

	<p>Jewellery: Should be kept to a minimum. One pair of small stud earrings only. One ring only.</p> <p>St John's takes no responsibility for any loss of jewellery.</p> <p>No jewellery to be worn during Games or PE.</p>	<p>No facial, oral or body piercings including nose studs, stretchers in ear, tongue piercings or eyebrow bars.</p>  <p>No necklaces.</p> <p>No wristbands, festival bands, bracelets, bangles or beads.</p> <p>No ankle chains, bands or beads.</p>
	<p>Hair: hair should be neat and tidy.</p> <p>Hair styles should be moderate and kept to a natural colour.</p> <p>The styles should also reflect the general expectations of the uniform policy and those of a professional office environment.</p> <p>Long hair should be tied back for some activities: D&T, Games, PE, and Science.</p>	<p>No extreme haircuts e.g. shaved heads, mohicans.</p> <p>No unnatural or extreme hair colouring. No rainbow colours or coloured dip-dye or ombre ends.</p> <p>No shaved patterns.</p>
Acceptable		Not acceptable

	<p>Make-Up: Natural looking subtle make-up using natural tones. Neutral nail varnish is permitted.</p>	<p>No heavy or excessive make up e.g. dark brows, thick eyeliner, bright eye shadow or lipstick.</p> <p>No coloured nail varnish or artificial nails.</p>
	<p>Coats: In colder months, it is always surprising how many pupils arrive to school either cold or wet because they choose not to wear a coat. We ask parents to help us by encouraging their children to wear coats to school so that they can start the day in a positive way.</p> <p>Outdoor coats: Should be plain, preferably lightweight, and waterproof. Shirts, sweatshirts, fleeces, cardigans etc. must not be worn as substitutes for outdoor coats. We encourage students to ensure they are visible in the darker mornings and evenings by having fluorescent flashes on their coats or bags.</p>	<p>No outer layer is to be worn inside the school building at any time. This includes PE sports jackets. Coats and scarves may not be worn inside school.</p>

Sports Kit

	<p>St John's Navy polo shirt</p>	<p>No other polo shirt allowed</p>
	<p>St John's Navy Hoody St John's Navy Rugby Shirt</p>	<p>No other Hoody allowed No other Rugby Shirt allowed</p>
	<p>St John's Navy Skort St John's Navy Short</p>	<p>No other Skort allowed No other Short allowed</p>
	<p>St John's Navy Tracksuit Bottoms St John's Navy/Sky Blue Socks White Ankle socks</p>	<p>No other Tracksuit Bottoms allowed No other Socks allowed</p>

Other Items required:

Non-marking training shoes, rugby or football boots, white ankle socks and shin pads depending on the activity.

St John's Uniform and Sports Kit is available from the on-line shop via the St John's website. Go to <http://www.stjohns.excalibur.org.uk/parents/uniform>. No stock of uniform (other than ties) or sports kit are held at school.

Payment can be made by credit or debit card. **NO CASH PAYMENTS CAN BE ACCEPTED.**

Orders of £50 or more qualify for free delivery to your home address. Orders under £50 will be delivered free to school on Wednesdays on a weekly basis. Alternatively, orders under £50 can be delivered to your home address at an additional cost of £5.95 + VAT.

Sample sizing garments are available so that you can **'try before you buy'** to ensure that the correct size is ordered, thereby avoiding return postage costs on any returns or exchanges.

Fitting sessions are available for current students:

Tuesday – 13:30 – 14:00 – ST JOHN'S STUDENTS

Thursday – 13:30 – 14:00 – ST JOHN'S STUDENTS

Other times – BY APPOINTMENT ONLY

Subsidy Scheme

A Subsidy Scheme is in place to assist those families who will find it difficult to purchase the uniform and Sports Kit. The subsidy is available for students who parents or guardians (not foster parents) are in receipt of:

- Income Support or Income Based Jobseekers Allowance, or
- Child Tax Credit and whose annual gross income (as assessed by the Inland Revenue) does not exceed £16190. Your tax credit notice (Form TC602) will tell you this, or
- Guaranteed element of the state pension credit, or
- Support under part VI of the Immigration & Asylum Act 1999, or
- Income related employment support allowance,
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit, or
- Universal Credit and whose net annual income is less than £7400, after tax and excluding any benefits received.

PLEASE NOTE: If you receive Working Tax Credit other than the above run-on you will **NOT** be entitled to the subsidy.

If you are in receipt of one of the above benefits, copy documentation (current year's award notice and not more than 6 months old) will be required to support your claim for subsidy. Any refund of the subsidy amount will be made retrospectively following the initial purchase.

If eligible, subsidy is only available for the compulsory elements of the uniform and sports kit (one of each only per purchase) and not any of the optional items.

LABELLING SPORTS KIT

Please ensure that all sports kit is marked with the owner's name. The kit should be labelled on the outside for easy identification.

The photos below show the best place to put labels which can be purchased from www.easy2name.com. Please ensure that both sides of the rugby top are labelled. The required labels are the One Inch ID Tag Labels – Navy Blue Background with Gold Metallic Letters as detailed below. The labels are to be stitched on the opposite side to the St John's logo.



ONE INCH ID TAGS **ORDER FORM**



- Pack of 10 labels - £10
- Pack of 20 labels - £14
- Pack of 40 labels - £20
- Postage on all orders £1.50

Name to go on the tags: _____

Background Colour: Navy Blue/Letter Colour: Gold Metallic

School Reference: St Johns School SN8

Delivery Name: _____

Address: _____

_____ Postcode _____

Please complete this sheet and send with your payment (cheques payable to CCL LABEL LTD) to:

EASY2NAME LTD, Unit 1-2 King Johns House, Kingsclere Park, Kingsclere, RG20 4SW

Alternatively, orders can be placed using a credit/debit card over the telephone on 01635 298326, or on-line at <https://www.easy2name.com/sew-on/sew-on-id-tags.html>