

ST JOHN'S SCHOOL  
LEATHERHEAD  
HANDBOOK FOR PARENTS  
2023-2024





## HANDBOOK FOR PARENTS 2023-2024

This handbook is intended as a reference for all parents of pupils at St John's. It sets out the School's core principles, aims and values as well as its rules, policies, guidelines and procedures.

The handbook contains hyperlinks to lead the reader to places on the School website for further details of many policies and procedures.

The handbook should always be read in conjunction with the information contained on the website and parent portal.

**ALEX MOGFORD**  
DEPUTY HEAD (PASTORAL)  
SEPTEMBER 2023



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High Hopes High Standards High Spirits

## INTRODUCTION

### Our Aims and Ethos

St John's is a creative, ambitious and inclusive co-educational learning community where young people thrive and achieve. In this exciting environment, we encourage our pupils to work hard, aim high, help others and have fun.

Kindness and respect for others lies at the heart of our community, where the School's house system fosters bonds of friendship and loyalty.

There is no limit to our pupils' potential. A St John's education equips them with the character to embrace the challenges of the wider world, the confidence to be bold in their aspirations and the capacity to realise their dreams.

### Our purpose is to:

- inspire in our pupils a life-long love of learning and the confidence to aim high;
- equip our pupils with the knowledge, skills, resilience and optimism they need to thrive in the society of today and tomorrow;
- create a kind, inclusive, open-minded environment in which the contribution of every individual is valued;
- stitch a sense of fun and enthusiasm into the fabric of school life;
- develop meaningful links with the local and wider community and demonstrate that we can all contribute positively to the world in which we live;

- appreciate the founding Christian principles of our school and value the spiritual and moral insights that this gives us.

### The Principles of Kindness

Kindness is the most cherished value of our St John's community. The Five Principles of Kindness underpin how we think, interact and behave on a daily basis.

- Respect - we will demonstrate respect for each other, the School community and property.
- Inclusion - we will actively try to include everyone in our activities and lessons. We will never deliberately marginalise someone.
- Support - we will encourage and help members of our school community.
- Empathy - we will actively try to consider and understand how someone else may be feeling and respond with kindness.
- Service - we will actively seek out ways to serve the School and wider community and will be generous to all members of the School community.

Pupils helped determine the Principles and they are regularly discussed in assemblies, house and tutor time. They also form a key part of our rewards and sanctions process.

## ADMINISTRATION

### Attendance and Absence

The School takes a strong line on pupil attendance and has high expectations in relation to absence. Parents who take their children out of school, unless for illness or other valid reasons such as medical appointments, driving tests or university visits (**see university visits**) are setting them a bad example. It is also unfair to other pupils, as well as discourteous to teachers. Furthermore it undermines the integrity of the School day.

In the case of illness, parents are requested to inform school by completing the appropriate absence form on the parent portal by 8.30am at the latest.

To request permission for a pupil to be absent for any other reason, please complete the School Day Absence Request form, or the Weekend Sport Absence Request form on the **parent portal**.

The School does not permit pupils to leave school early at either half term or the end of term. As with every day, the last day of term contains a number of lessons, assemblies or house matches. Under the terms of the Education Act 1996 it is unlawful for a child of compulsory school age to miss school for any reason other than illness without the specific permission of The Head or his appointed representative (Senior House Staff / a Deputy Head). This 'leave of absence' will only be granted in exceptional circumstances and any such requests must be made, in writing and well in advance, normally by the parent with whom the child resides. The decision as to what constitutes

'exceptional' circumstances rests solely with The Head. Parents who permit unauthorised absence are committing an offence under the Act.

Pupils are expected to make up the academic work they have missed as a result of their absences and will be assisted by their teachers in this regard. If an absence is prolonged, tutors will help to collate some appropriate work to be completed at home.

### Adverse Weather Policy

Please refer to the Adverse Weather - Parents' and Pupils' Guide on the **School website**.

### Calendar

Each term a calendar of school events is published on the School website. Any important amendments to the Calendar will be published on the parent portal and a weekly email is sent to parents showing the week ahead.

### Uniform and Dress Code

Uniform and dress code regulations can be found on the **website** and **parent portal**.

The decision as to what is deemed acceptable rests with the Deputy Head (Pastoral).

### Communication with Parents

Routine communication by the School is via SchoolPost. Each Friday, parents receive an email containing all relevant letters and messages from staff. This arrives in your

inbox and is also stored on the parent portal.

The School also uses SchoolPost to inform parents and guardians about sudden changes to the School day, such as the cancellation of classes or trips due to inclement weather, or matters affecting routes to/from school.

This service allows St John's to communicate to all parents quickly and accurately via text and/or email.

Messages can be passed to a pupil by contacting Reception on 01372 373000 or 01372 231577 for the Lower School, and every effort will be made to pass it on as soon as possible.

### Complaints

St John's School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, should the standard of care fall below that which is expected, the School will ensure any complaint is taken seriously and is handled in accordance with the recommendations laid out in The Education (Independent School Standards) Regulations 2014. For more information please refer to the Complaints Procedure for Parents, located on the **website**.

If making a complaint, parents should be mindful that the School's ethos is to foster good relationships across the whole community. Harassment, threatening and aggressive behaviour by any members of our community will not be tolerated. The School and its staff will act fairly in relation to the pupil and the parents and we expect

the same of the pupil and the parents in relation to the School and its staff. This is set out in section 6.5 of the School's Terms and Conditions (Parent Contract).

### Entry Requirements

All details about entry into the School at either 11 (Lower Third), 13 (Fourth Form) or 16 (Sixth Form) may be found on the **website**.

### Fire Practices / Health and Safety

The School recognises the seriousness of fire protection measures. In conjunction with advice from the Surrey Fire and Rescue Service the School carries out extensive and comprehensive Fire Risk Assessments. Fire practices are held on a regular basis, including night time. Clear procedures are adopted and adhered to. Fire orders are displayed throughout the School. The fire alarm system is checked every week in term time. The Fire & Health and Safety Officer is the Estates Director (William Nash).

### Fees and Insurance

For details concerning school fees please refer to the Schedule of Fees published in the **Admissions** section of the School's website.

### Personal Accident Insurance

All pupils are included in a Personal Accident Insurance Scheme which includes dental cover. There is no additional charge for this cover.



### Personal Effects Insurance

This opt in scheme provides cover in respect of loss, theft or damage to **some** pupils' personal property. The details of the scheme including cost and exclusions can be found on the [website](#).

Premium is applied termly and may be terminated at the end of any school term.

### Off-site Travel Insurance

All pupils are covered to participate in any authorised trip organised by the School during term time or school holiday periods. There is no additional charge for this cover.

### School Fees Refund Scheme

This optional scheme enables parents to apply for a refund of fees following a pupil's absence through illness or injury. The premium is equivalent of 1.37% of tuition or weekly boarding fees.

### Holidays - Term Dates

Parents are required to arrange family holidays during school holidays. Pupils are not permitted to leave early at half term or the end of term.

Term dates can be found on the [website](#). When new term dates are added, email notifications will be sent to parents.

### Late Arrival/Signing out

Pupils who arrive at school after 8.30am must sign in at the main Reception or the Lower School Reception. They must also report as soon as possible to their tutor. If they need to leave school early then they must sign out at Reception or Lower

School Reception (for example medical appointments) and state who has given them permission to leave. If pupils are unwell they must report to the Health Centre who will decide whether they should go home. On no account should pupils call their parents to collect them and sign out without having seen the medical team.

### Lost Property

The Lost Property system is administered by the Site Supervisors and Matrons, under the supervision of the Operations Manager. Any named items will be returned directly to house or Lower School staff where possible.

### Naming

All items must be named when a pupil joins the School. A brief kit check will be undertaken by tutors at the beginning of each term and at regular intervals thereafter.

### Property Left Around the School

During lunch time, items may be left outside the Dining Hall. If they still remain after this time they may be removed.

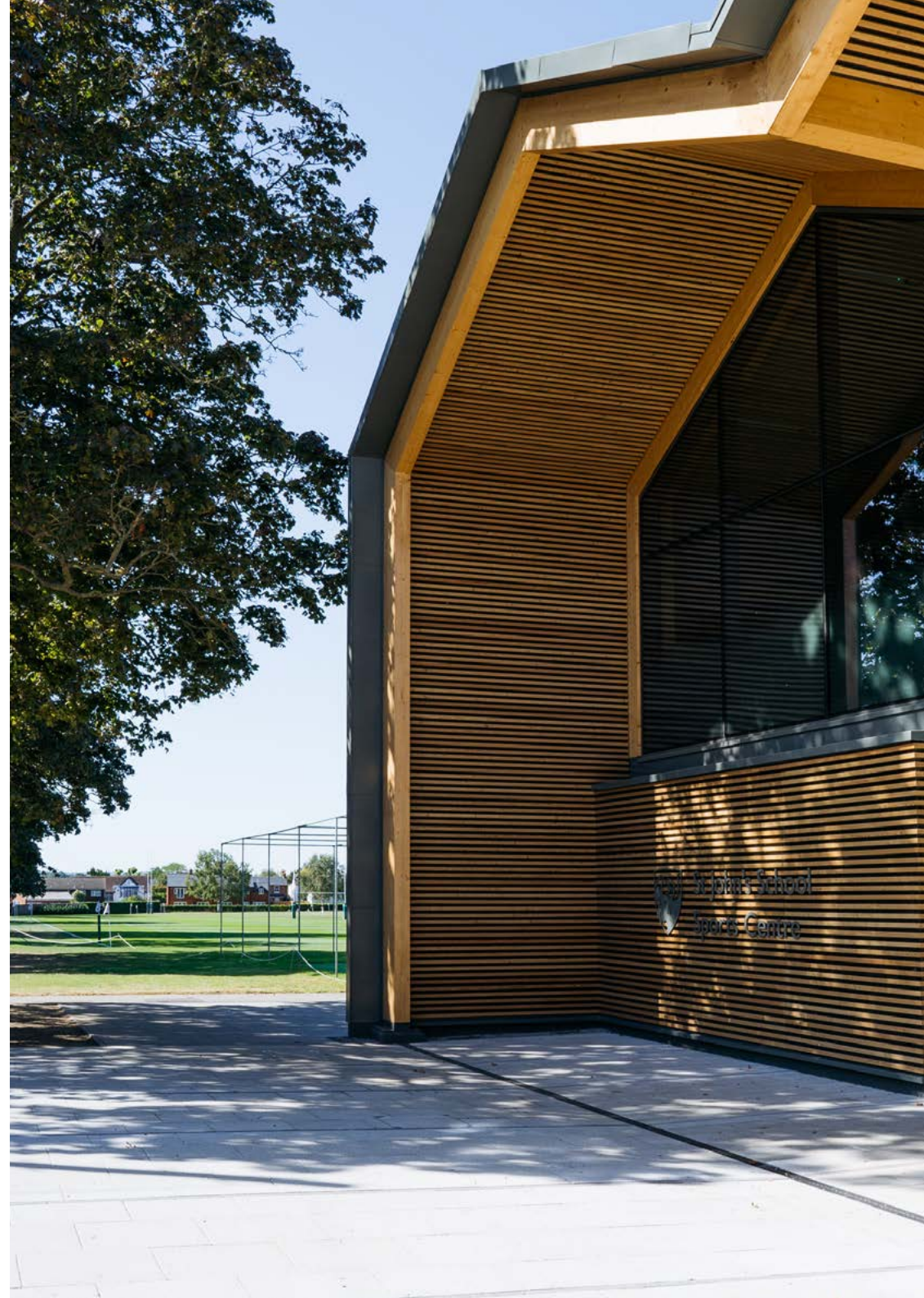
Items must NOT be left outside the PAC, or anywhere else around the School during breaks or between lessons. Anything found may be taken to Lost Property.

### Parents' Association - SJPA

Details about the St John's Parents' Association may be found on the [website](#).

### Parking - Dropping Off / Picking Up

There is limited parking on site at St John's. Parents who are visiting The Head or



Deputy Heads may use the visitors' parking at the front of the School.

Pupils should be dropped off or collected in Linden Pit Path, the astroturf car park or surrounding roads. Only Lower School parents are permitted to pick pupils up from the front of the School. It is worth noting that the junction of Garlands Road and Linden Pit Path becomes very busy with local traffic and parents are requested to observe the Highway Code and to be considerate to the local residents. Please observe the convention of treating Linden Pit Path as one-way, entering from the Garlands Road end and leaving from the Linden Road end.

### Parent Portal

MySchoolPortal is a secure online system available to parents and guardians of all current pupils which allows them access to information relating to their child's life at St John's. To access the portal, select the School Portal link from the bottom of the drop down menu on the right-hand corner of the homepage of the [website](#). All new parents will be sent login details before starting school. If you have a problem accessing the parent portal please contact Sally Hunt, the MIS Manager: [administrator@stjohns.surrey.sch.uk](mailto:administrator@stjohns.surrey.sch.uk).

### School Office/Reception

This is staffed during term time from 8.00am to 5.30pm Monday to Thursday and 8.00am to 5.00pm on Fridays. The Head's PA can be contacted on 01372 385 441. Outside office

hours a message can be left on the main switchboard number - 01372 373 000.

### Property

Property brought into school by pupils is done so at their own risk. The School cannot be held responsible for any loss or damage. All personal property should be clearly marked with pupil name and house.

### Weekends

The majority of school matches take place on Saturdays and all pupils are expected to play if selected. To enable the School to fulfil its fixture commitments, it is important for pupils to recognise that they may be selected at short notice to replace team members who are withdrawn due to illness or injury. Those selected to play must attend; last minute withdrawals cause major problems and should only occur in exceptional circumstances (illness etc.) in such cases staff must be informed as soon as possible.

### Security

Visitors to the School during office hours are required to report to Reception. Visitors to the Lower School should report to the Lower School Reception.

Parents who wish to visit their child in the evening are asked to make prior arrangements with the House staff.

### Speech Day

The School Speech Day for Fourth Form and above takes place on Saturday 29 June, the last day of the Summer Term; all pupils are required to attend and all parents are invited. The Lower School Speech Day will be in the afternoon of Thursday 27 June.





## ACADEMIC

### Academic Integrity

Pupils are expected to act with integrity at all times. Cases of suspected plagiarism will be investigated and sanctions applied accordingly. Pupils will be reminded about examination rules and regulations (both public and internal) and to adhere to these at all times.

### Books and Stationery

Standard textbooks required for the curriculum are provided by the School for the duration of a pupil's period of study. All books should be returned or renewed in the Summer Term. Parents will be contacted in advance with instructions. Charges apply for lost or damaged books.

Certain items of stationery are available for pupils to purchase from the Library at allocated times of the day. Pupils are required to sign for items and these are invoiced, in arrears, at the end of the term in which they are purchased.

### Careers Education and Guidance

Pupils are provided with a variety of careers education and guidance, and regular drop-in sessions are available for bespoke discussions. In the Fourth Form, this will take place in preparation for the choice of iGCSE subjects made during the academic year. Fifth Form pupils will continue to build on this by researching future careers and learning how to create a CV and letter of application.

### Sixth Form

When pupils enter the Lower Sixth they are given the option to attend a variety of talks and events across a wide range of pathways and options, including apprenticeships, study abroad and Oxbridge. Careers talks and events are hosted throughout the year with representatives from a broad range of professions. Pupils applying for Oxbridge are given individual and small-group support with subject specialists and overseen by the Head of Sixth Form (Enrichment). Pupils are strongly encouraged to complete work experience and enter external competitions which are publicised on the Careers Microsoft Teams channel. In the Upper Sixth, pupils focus on their upcoming examinations but they are welcome to attend all careers events. Pupils who are applying for jobs or apprenticeships will be fully supported through the process.

### University Admissions

In the Lower Sixth, pupils receive guidance on university application procedures, course research and personal statement writing. In the first term of their Sixth Form studies, Lower Sixth pupils have the opportunity to attend careers and information evenings, providing access to leading universities and career pathways. Pupils begin to work on university research using the online platform UniFrog, to which parents also have access.

In the Spring Term, a presentation by a leading Russell Group university is delivered to both pupils and parents providing valuable insights into course selection and the university application process. The pupils



also visit a university, attending a series of lectures and speaking with students.

The Sixth Form team works in conjunction with tutors to support pupils as they navigate the UCAS process. External guidance in the writing of personal statements is also provided by a university admission tutor. Pupils are encouraged to explore alternative options, such as sponsored degrees and apprenticeships, via career days and guest speakers. Those considering applications to Oxbridge and highly competitive universities receive additional guidance with seminars led by the Head of Sixth Form (Enrichment), mock interviews and university visits. Support is also available for pupils wishing to apply to a wide range of European and international universities. The expectation is that all UCAS applications are submitted by the October half term of the Upper Sixth year but pupils continue to receive support as they continue through the decision making process and choosing their preferred places.

For more details, please contact Aaron Mooney: [amoooney@stjohns.surrey.sch.uk](mailto:amoooney@stjohns.surrey.sch.uk).

### Curriculum

Details about the School's curriculum may be found on the [website](#).

### Homework / Prep

Preparation set in lessons is an important part of all courses. It provides the opportunity for pupils to consolidate and extend the material covered in the lesson. As a general rule, prep should be

the pupil's own work and should be done under conditions that allow for complete concentration.

From Lower Third to Upper Fifth, each subject has a specific evening for setting preps and these should be completed on the day they are set as far as possible. Pupils will almost certainly have to work on some weekends and for some time in the holidays for GCSE coursework and revision.

In the Sixth Form, prep may be set over a longer period, of up to a week, and it is the pupil's responsibility to organise their time in order to ensure that deadlines are met. Pupils should expect to spend about six hours per week, per subject, outside lessons. Effective use of study periods during the day is essential.

Teachers use the School's learning platform, Microsoft Teams to set prep tasks, which provides a reference point for the pupils. Completion of prep is reviewed regularly by tutors. The system ensures that any problems with the completion of prep are quickly identified and managed by the tutor in the first instance.

### Learning Development

The Learning Development Department is a facility available to all pupils should they require any additional academic and/or study skills support throughout their time at St John's. The Learning Development team comprises specialist teachers offering specialist tuition and assessment which is tailored to selected groups or the personal needs of individual pupils. Although many

Learning Development sessions take place outside normal lesson times, this is not always possible and part of a lesson might be missed, particularly when a pupil is in Lower School and Fourth Form. A rotation of lessons will be carried out to minimise any impact where this is the case. Pupils are never withdrawn from core subjects i.e. English, maths, science or Modern Foreign Languages unless by specific arrangement with the pupil's subject teacher.

Those with specific learning needs, such as dyslexia or dyspraxia, are usually identified before entry from information passed on by their preparatory or primary school, or by parents sending in relevant information, including a report by an Educational Psychologist. The Head of Learning Development, Dr Emily McGhee, will contact parents to create a history of need background report and to ascertain whether individual tuition should continue from the outset. Even where this is not deemed necessary, monitoring by the Head of Learning Development will take place throughout the pupil's career at St John's. Where a pupil has been identified as having a Specific Learning Difficulty they will be included on the School's Special Educational Needs Register.

The Lower Third, Fourth Form and Lower Sixth sit a series of screening tests during the first few weeks of term. Should a pupil arrive at another point in the year or in another academic year, they will also sit these screening assessments. If this process identifies any unexpected areas of concern,

pupils will be assessed further by the Learning Development team. Parents will only be contacted by the Head of Learning Development, or the specialist teacher who completed these additional assessments, should any areas of significance be identified. A discussion regarding next steps including monitoring, further assessment, or some group/individual support might be recommended.

For pupils entering the School after the Fourth Form it is essential that details of any past, or current, learning difficulties are disclosed. It will not be possible for concessions for public examinations to be granted later on if the School has not been notified at the start of the academic year that these may be required. Should parents feel that further investigation of a possible learning difficulty is required, they must discuss this with the pupil's Senior House Team, or the Head of Learning Development, as soon as the pupil starts to attend St John's.

Basic skills are closely monitored throughout a pupil's time at St John's and any pupil who appears to require extra help with English, mathematics, time management and organisation, or any other area of study skills, could be referred by subject teachers or their tutor/Housemaster or Housemistress to the Head of Learning Development. In addition, parents and pupils may request assistance, through the Senior House Staff, form tutors, or by contacting the Head of Learning Development, Dr Emily McGhee [emcghee@stjohns.surrey.sch.uk](mailto:emcghee@stjohns.surrey.sch.uk).

### Library

The School Library is located in the Henry Dawes Centre with a huge wealth of resources on a wide range of subjects. These include a good collection of fiction titles which are selected to appeal to all tastes and age groups.

All books and other resources may be borrowed with the exception of reference books, current periodicals and newspapers. The normal loan period is two weeks, except for material which is in high demand. Fines may be charged on overdue items, and a replacement charge will be made for lost or damaged items.

Pupils are expected to work quietly at all times and to have consideration for other Library users.

Food and drinks are not allowed with the exception of water.

The Library is an important part of the School, and all pupils are expected to treat its books and furniture with respect.

### Parents' Evenings

It is our policy at St John's to hold at least one Parents' Evening per year group per year. Details will be published in the run up to these evenings.

The School operates an appointment-based system and parents will book appointments online. Information will be communicated closer to the evening for each year group.

### Reporting

Over the course of an academic year, parents will receive a number of different types of report, dependent on where a pupil is in his or her academic career. A full report consists of grades and comments from each subject teacher, comments from house staff and, at times, a comment from The Head; an interim report consists of grades and a short comment from subject teachers and tutors.

We will, of course, monitor progress carefully and be proactive in contacting parents at other times should issues arise.

### Study Leave

Study leave is offered to pupils at St John's in order to support them in their preparation for public examinations. It is our experience that pupils benefit most from study leave in the period immediately preceding examinations, and therefore we limit study leave to those periods.

Throughout block study leave and the examination season, all pupils are required to fulfil their co-curricular obligations (e.g. Saturday sports fixtures/choir practices) as stipulated by the member of staff in charge. Failure to do so may lead to sanctions.

Those pupils who receive instrumental or singing lessons will not be timetabled for these during block study leave in the Summer Term, unless requested and agreed by all parties. Please refer to your individual music contracts for further information.

Further guidelines on study leave are sent

out prior to the summer examination season.

### University Visits

The rules governing university visits by the Sixth Form are carefully drawn up so that pupils have the opportunity to visit prospective universities without missing too many lessons or school activities.

The School recommends that, wherever possible, university visits take place during the first three weeks of July (i.e. during school holidays). Pupils are allowed to take two school days off (including Saturdays if they are in a team) during the School year.

No university visits are allowed during the first three weeks of the Autumn Term.

Parents are required to request permission from their child's Senior House Staff at least 48 hours in advance. For visits that conflict with Saturday sports fixtures, four weeks' notice is required. Pupils are responsible for ensuring that, as a matter of courtesy, they inform teachers in advance of their planned absence and then catch up promptly with any work missed.

Exceptions to these rules may only be granted by the Deputy Head (Pastoral). Any pupil who fails to adhere to these rules may receive a sanction or forfeit the privilege of visiting universities during term time.



## PASTORAL

### Pastoral Care

The Safeguarding and Protecting Children Policy and Procedures can be found on the [website](#).

St John's prides itself on the pastoral care we provide our pupils. Pastoral care is at the heart of what we do as a school. We want to see every one of our pupils thrive and reach their full potential in all spheres. Children can only do this if they feel safe and well cared for. As a school, we will do all we can to ensure the pastoral care they receive is of the very highest standard.

Pastoral care at St John's is multi-layered. The pupils' tutor provides day-to-day support. They are the daily point of contact for the pupils, providing practical support and ensuring they are well informed about events, activities, meetings and so forth. They will also be the one who asks how your child is doing each day, providing words of encouragement and guidance to help them navigate their days academically, socially and pastorally. The tutor will also be there to provide correction when things go wrong and help keep the pupil on track. The tutor should be the first point of contact for routine matters of pastoral and academic concerns. The tutors also teach their tutor groups our comprehensive PSHE and Wellbeing programme.

The tutors are led by their Head of Year (Lower School) or Housemaster/ Housemistress (Fourth Form to Upper Sixth). These are known as the Senior House Staff (SHS). The SHS will provide that additional layer of care and support to all the

pupils in their year and house. They will step in when situations arise that are demanding or complex. The SHS should be contacted when you have a particular pastoral or academic concern which is outside the routine. The SHS are also responsible for helping foster a sense of community and house spirit. The SHS are supported in this role by our team of matrons. The matrons provide that additional layer of practical and emotional support to pupils.

St John's also has a Head of Section overseeing the three different sections; Assistant Head (Sixth Form), Assistant Head (Upper School) for Fourth Form to Upper Fifth and Head of Lower School for Lower Third and Upper Third. They provide both pastoral and academic support to the pupils and help guide them through periods of transition such as entry into the School, houses, and Sixth Form. They will also provide support to pupils and families as required with specific pastoral or academic needs.

The tutor, SHS, Head of Year for the Lower School and Head of Section work together to ensure the pastoral care of the pupils is complete and robust. Alongside them, we also have our school chaplain, pupil mental health lead, school counsellor and health centre team who all provide additional pastoral care.

As a school, we appreciate and recognise that pupils may experience difficulties in their time with us and that school can be demanding. We will tailor the pastoral support we offer to ensure that each pupil



is fully supported. There is not a one-size-fits-all system and we will endeavour to support each pupil as an individual. Key to our success is working closely with families and carers. Successful pastoral care requires a partnership between home and school. As such we ask families to support the School in promoting the School aims, ethos and school rules. We also ask that families communicate to us any concerns they have about the wellbeing of their children.

In order to assist pupils in achieving this, the School recommends that pupils in all years should:

- have eight hours sleep every night.
- always eat a substantial breakfast.
- eat three nutritious, balanced meals every day.
- not have unlimited access to games consoles and computer games.
- not be socially over-committed during the week.
- think very carefully about taking on a part-time job while still at school, during term time.

As a school we try to make it clear to pupils that we are not trying to ban them from any of these activities but rather encourage a balanced and disciplined daily and weekly routine that offers reasonable time for recreation and relaxation but not at the expense of their health and wellbeing.

The School does its best to educate its pupils with regards to these welfare matters and

also with issues such as time management and organisation; however, given the importance of the partnership between staff, parents and pupils in helping pupils to succeed, we would greatly appreciate the continued support and help of parents.

N.B. All pupils at the School who leave at the end of the Summer Term remain pupils of the School up to and including 31 August of the year in which they leave.

If you have any pastoral concerns please speak to your child's tutor, Senior House Staff or Head of Year/Section. If you still have concerns please speak with the Director of Safeguarding, Leah Hilt: [lhilt@stjohns.surrey.sch.uk](mailto:lhilt@stjohns.surrey.sch.uk), or the Deputy Head (Pastoral).

### **Behaviour, Rewards and Sanctions**

Please refer to the Behaviour, Rewards, and Sanctions policy located on the [website](#).

### **Bullying**

The School treats all reports of bullying extremely seriously and bullying is not tolerated at St John's. Please refer to the School's Anti-bullying policy on the [website](#).

### **Chapel**

The Chapel is situated at the heart of the School and the Christian foundation of St John's continues to shape day-to-day life. The Christian faith on which the School was founded remains the guiding principle for our collective moral and spiritual life. The School welcomes pupils of all faiths and beliefs and seeks to offer an environment

which will nurture its pupils on their spiritual journeys.

The School has a resident Chaplain who is available at all times to pupils and parents. The Chaplain can be contacted by email on [cmoloney@stjohns.surrey.sch.uk](mailto:cmoloney@stjohns.surrey.sch.uk). The Chapel and Undercroft Chapel are open every day for private prayer, personal reflection or a place to simply be still during the busy school day.

### **Child Protection**

The safety and welfare of all pupils is our highest priority. We take seriously our commitment under the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within St John's to identify, assess, and support those children who are suffering, or likely to suffer harm. Please refer to the School's Safeguarding and Protecting Children Policy and Procedure, located on the [website](#).

### **Co-Curricular Programme**

Co-curricular activities are a core part of a St John's education and we actively encourage pupils to make the most of the many opportunities available. Details about the School's extensive co-curricular programme may be found on the parent portal.

## **Dangerous Substances**

### **Alcohol**

The School's Drugs, Tobacco, Alcohol and Controlled Substances policy takes account of our commitment to protecting the health and welfare of all members of the community and our obligation to support and uphold the law of the land.

Under no circumstances should any pupil bring alcohol into the School; nor should alcohol ever be consumed in school except under agreement of The Head and only within the laws of the land. A pupil who is found drinking alcohol while under school discipline, or who is found to be in possession of alcohol while under school discipline, is likely to face suspension.

### **Drugs and Controlled Substances**

At St John's, we are committed to providing a community which fully supports the health and welfare of all pupils. We are also committed to upholding the law of the land. We are therefore convinced of the need to educate our pupils regarding the use of drugs and controlled substances and to act decisively where any pupil is involved in the buying, selling, possession or use of drugs and controlled substances.

We recognise the wide availability of drugs and the need to educate our pupils to make sensible decisions regarding the use of them. Our PSHE and Wellbeing Programme endeavours to provide a comprehensive programme of drugs education, which informs, provides opportunity for discussion

and explains the School's policy on drug use.

Parents also have an important role to play in ensuring St John's can provide an appropriately supportive environment. We request that parents share with the School's pastoral staff or the School Counsellor any worries regarding use of drugs. We are convinced that openness of this kind can only be of benefit to individuals in the community.

Any pupil at St John's must however understand that, if they are involved with drugs, they should expect to be dealt with severely. Involvement in drugs at any time, in or away from school, is viewed as a major breach of school discipline and will be dealt with accordingly. Any pupil found to be buying, selling, possessing or using drugs is likely to face permanent exclusion from the School and may, indeed, face criminal investigation.

Where the School has good reason to suspect a pupil is involved in the use of drugs, the pupil may be asked to take a drugs test. The main purpose of such tests is, of course, to allow the pupil to demonstrate their innocence.

### Smoking/Vaping

St John's School operates a no smoking policy and is a smoke-free school, it is subject to the same smoke-free legislation as other premises.

The minimum age for smoking is 18. The School has a responsibility to protect the health and welfare of all in the community

and holds the view that any pupil who smokes while under school discipline is contravening school rules. This includes boarders and pupils travelling to and from school.

This policy aims to discourage pupils from smoking or vaping because it is harmful to health; it is addictive; it promotes (in a school context) secretive and unsafe behaviour and it presents health and safety risks. The School educates pupils about the dangers and consequences of smoking and vaping through the PSHE and Wellbeing Programme.

No pupil may bring tobacco products, e-cigarettes, vapes or other smoking-associated materials onto the School site, or have them in their possession whilst travelling to or from school or whilst involved in any activity organised by the school. Any pupil found with smoking-associated materials will be sent to the Deputy Head (Pastoral). Pupils found smoking/vaping or in possession or smoking-associated materials can expect to be subject to an appropriate sanction in line with the seriousness of their misconduct, in line with the School Behaviour, Rewards, Sanctions and Discipline policy.

Any pupil found in the presence of smokers (including e-cigarettes and vaping) can expect to be treated in the same way as those found smoking. Pupils caught smoking outside school may forfeit the right to go into town.



### Driving to School

Day pupils in the Upper Sixth may drive to and from school. Boarders may only use their car to travel to and from school and are not allowed to use their car on days that they are staying in school; they must hand in their keys to their Senior House Staff.

### Guardianship

The School requires every pupil whose parents are resident abroad to have a suitable guardian living in this country.

### Health & Medical Provision

The School's Medical and First Aid policy, which outlines the School's medical provision and facilities, may be found on the [website](#).

### Information Technology

Whilst technology does not replace traditional teaching methods, when used intelligently it can complement and enhance them in exciting and innovative ways. There are many ways in which technology can be added to lessons to develop critical thinking, enhance pupils' content knowledge and enable pupils to learn in a self-directed way. The key to the successful use of technology in teaching and learning is to integrate any new tool with good pedagogy, ensuring there is real educational value and not just novelty value.

We are committed to integrating technology into the academic life of the School through our Managed 1:1 Device scheme. This allows all pupils the opportunity to enhance learning seamlessly in the classroom.

Effective use of digital tools is pivotal to the modern world and, as a school, it is our aim to adopt a blended learning approach to providing engaging, interactive and stimulating learning opportunities both in and out of the classroom. Devices should be purchased through our dedicated online portal and include a range of additional services and support including a 36-month extended vendor warranty and accidental damage insurance with £0 excess. All pupils also have free access to all Microsoft 365 applications and free anti-virus protection.

Pupils are given lessons on the use of all major Microsoft programmes and in digital citizenship. We have established a firm foundation for using technology effectively. Having one-to-one digital devices at all times allows for greater flexibility in teaching and improves continuity beyond the classroom for our pupils.

### Online Safety

At St John's we want to ensure that all members of our community are safe and responsible users of technology. We provide comprehensive support and education to our pupils on how to stay safe online. For full details please see the [policy](#).

### In Loco Parentis

This describes the responsibilities of a member of staff towards a pupil. While a child is in the staff member's care, some of the privileges of the natural parent are transferred to the staff member so that he or she may carry out his or her duties.

The member of staff must act as would a responsible parent.

### Phones and Mobile Devices

Pupils in all year groups are permitted to bring mobile phones to school. Pupils from Lower Third to Upper Fifth must hand their phones in at the start of the School day and they are returned at de-reg.

Sixth Form pupils are allowed their phones during the School day. The rules on Sixth Form mobile phone use can be found in the [Pupil Handbook](#).

### Social Media

As a school, we do not wish to demonise social media use or screen time. Mobile technologies and social media can bring real benefits when used appropriately and in moderation. However, we also see first-hand the risks and harms associated with both and want you to be informed so you can have honest conversations with your children about boundaries and expectations.

The negative impacts of social media on children are potentially significant. Research has shown that excessive social media use can increase anxiety, depression and loneliness in children and teenagers

Social media can also negatively impact academic performance by creating an ongoing distraction during study periods, while increased anxieties associated with social media use also reduce academic progress.

Young people can struggle to regulate their

language and behaviour on social media platforms as they would in real life. The social distance and perceived anonymity of the platforms lower children's inhibitions, leading to them saying things, and sharing things, they never would in person.

Furthermore, social media can have a detrimental impact on children's social skills and relationships. Studies have shown that children who spend more time on social media have lower empathy and social skills.

For all these reasons, as a school we take in mobile phones at the start of the School day and return them at the end. This gives our young people a clear break from the pressures of social media and screens.

While each home will be different, we encourage you to put similar parameters in place during the holidays and set periods of time and spaces where your children purposefully remove themselves from their phones. The most effective way to do this would be to have set hours each day when they commit to not using their mobile device. An alternative might be to set places in the house where mobile phones are 'banned', for example bedrooms and dining spaces. It is always best to discuss these decisions with your children and listen to their views.

The School suggests the following guidance for mobile devices:

- No mobile phones at the table during meals
- No mobile phones during family activities



- walks; when watching a movie together and so forth

- An agreed 'phones off' time in the evening - our suggestion would be 7.30pm for Lower School pupils and 9.30pm for senior pupils.
- No phones in bedrooms overnight.
- For pupils in Lower Third to Upper Fifth, we would recommend clear parental oversight and regular checks of their children's devices.
- Sixth Form pupils encouraged to turn off devices at 10.00pm and keep them out of their rooms overnight.

In addition to the above, the School recommends the following guidance on social media:

#### *Lower Third and Upper Third*

It is the School's policy that children must abide by the age restrictions on social media platforms. This is 13 years old for most social media platforms. Children should not have any social media before 13 and parents should have clear oversight of phone use and clear boundaries over phone use at home. Pupils are not allowed phones during the School day.

#### *Fourth Form and Lower Fifth*

Children should have a gradual and supervised introduction to social media with parental limits on screen time, number of accounts and time of access and have clear boundaries over phone use at home. Pupils are not allowed phones during the School

day.

#### *Upper Fifth*

Children to have more freedom over social media use and reduction in parental oversight. Clear boundaries over phones use at home should be maintained. Pupils are not allowed phones during the School day.

#### *Sixth Form*

We would recommend that pupils now experience only limited parental oversight but with clearly established boundaries and ongoing conversations to promote healthy use. Pupils are allowed phones during the School day.

We recommend all parents install some parental controls on their children's devices such as Google's Family Link.

Our Pupil Mental Health Lead provided additional guidance to parents in May 2023 on the impact of social media on young people, this recording can be found [here](#).

#### **Listening to Music**

Pupils are not permitted to listen to music in lessons, with the exception that pupils in the Sixth Form are allowed to listen to music quietly during study periods.

If a pupil chooses to listen to music through headphones on the way to or from school, then the headphones should be put away on arrival at the School gate.

#### **Relationships and Sex**

Our PSHE and RSE education is comprehensive, and taught via tutors and PSHE specialist, assemblies and visiting experts.

It will always be an aim that pupils should foster good, sound and appropriate friendships and relationships. Although it is difficult to be prescriptive in such matters, pupils must be aware of the following expectation of behaviour:

Compromising situations and public displays of affection, and thus potential embarrassment to others, must be avoided. As part of fulfilling the School's responsibility of duty of care to each pupil, for the sake of their health, welfare and reputation, sexual relationships between pupils while at school are forbidden in any circumstances.

Any pupil who oversteps these parameters may be severely sanctioned.

#### **Permanent Exclusion**

Please refer to the School's policy on Permanent Exclusion of a pupil, located on the website. This policy explains in detail the

disciplinary procedure, process and right of appeal.

#### **School Counsellor**

All pupils and staff have confidential access to an independent counsellor who has use of a private room in the Health Centre. Contact details can be found on My School Portal under 'School Information', on the Key Contacts page, and are displayed in all houses.

If a pupil is over 16 then parents do not legally need to be informed if a pupil is receiving counselling. If the pupil is under 16 then the parents should be informed; in any case, if the pupil is strongly against their parents being informed, then the counsellor will try and work on that relationship and then help them prepare to speak to their parents.

The School meets the cost of each 40 minute session up to a maximum of four per pupil in any one academic year. If the counsellor feels that further sessions are required then the parents should pay. If there are exceptional circumstances (e.g. the pupil does not wish his or her parents to know about the counselling) then the counsellor will make a case to the Deputy Head (Pastoral) for further sessions to be funded by the School.

Pupils have a right to seek counselling without informing their Senior House Staff. Equally the School Counsellor is not obliged to inform any member of the School staff that she is counselling a pupil. In practice however, it can be very beneficial to the

pupil (and helpful for the Senior House Staff and Counsellor) if there is some communication between them over pupils being counselled. This will never happen without the pupil's agreement.

### **Pupil Mental Health Lead**

The Pupil Mental Health Lead (PMHL) is responsible for supporting and overseeing the School's support with mental health concerns. In addition to providing one-to-one support, the PMHL offers advice to staff about mental health and can refer pupils to specialist services such as Child and Adolescent Mental Health Services (CAMHS). Pupils can reach out to the PMHL either through their tutor or SHS or directly through Microsoft Teams.

The PMHL currently works with a caseload of pupils in a one-to-one capacity addressing low-level mental health concerns such as anxiety and low mood. The PMHL also offers several group opportunities for pupils throughout the year. Examples of groups include exam anxiety support and preparation, managing daily stress, and confidence-building. Houses receive a selection of assemblies every term, addressing common mental health and wellbeing concerns, such as sleep hygiene, strategies for self-soothing, and managing exam season.

Sessions with the PMHL are confidential but subject to the school Safeguarding Policy.

### **School Rules**

Rules provide the framework for an effective

community and help keep the children safe.

The School rules can be found on the [\*\*website\*\*](#)

The underlying principles of the School rules is that the children must abide by the Principles of Kindness.

### **Bounds**

Upper Fifth, Lower Sixth and Upper Sixth pupils may go down into the town of Leatherhead from 1.15 - 1.55pm. Sixth Form pupils may go into town earlier if they do not have a lesson period 5 or an activity at 4.20pm.

Pupils must sign out (in house). Lunch must be eaten before going into town. No pupil may consume food or drink while walking back to school from Leatherhead.

Sixth Form pupils may go into town during the lunch break (from 1.00-1.55pm) on any day. They must eat lunch and sign out before leaving.

Boarders may go down into the town (with permission of the duty member of staff) between 5.15pm and 6.00pm on weekdays.

Boarders may not leave the School grounds after 6.00pm on weekdays unless they have permission from their Senior House Staff.

Public houses and betting shops are out of bounds at all times.

No pupils should wear uniform into town after 5.30pm or go into town alone.

Day pupils should go home in uniform but should try to avoid going through

Leatherhead alone. Any day pupils that stay behind after 5.30pm, e.g. for a concert, must abide by boarders' rules (i.e. not wear uniform in town).

All fields are out of bounds after dark. All fields should only be used for authorised school activities. Under no circumstances should they be used as a short cut for pupils going into town or to the railway station.

### **End of the School Day / Holidays**

At **4.25pm** day pupils not involved in activities should normally leave school and go straight home.

Where a day pupil cannot leave at the set time they should inform their Senior House Staff or Head of Year (Lower School) and should use the Library or remain in their study/dayroom until they are able to leave. They should use this time to complete prep.

Where a day pupil cannot be collected until after 6.00pm, a specific parental request must be made via Senior House Staff for permission to remain in school.

Where a day pupil has an activity in school after 5.30pm, they will be under the direct supervision of the member of staff in charge of that activity. Access to the House may not be possible after 5.30pm.

Where a day pupil wishes to return to school in the evening for a school activity, they must:

- obtain the permission of their Senior House Staff.
- return home at the end of the School day

and come directly to school from home for the activity.

- be under the specific supervision of a member of staff (usually Senior House Staff or staff in charge of the activity or other person nominated by Senior House Staff), to whom they should report on arrival in school.
- leave the School premises immediately after the activity is completed.

Under no circumstances should a pupil consume alcohol before returning to school for an evening event. Failure to follow these guidelines is likely to lead to serious sanction. No pupil should be on school premises at any time outside normal school hours without the specific permission of their Senior House Staff or the member of staff responsible for the activity.

Under no circumstances should any pupil be on the School site during school holidays unless they have suitable permission and has also signed in.

Lower School pupils are not permitted to go into town and must stay on the School campus at all times.

### Statement of Boarding Principles and Practice

The School's Statement of Boarding Principles and Practice may be found on the [website](#).

### Travel to and from School

Pupils must travel to and from school in full school uniform unless permission from their Senior House Staff has been obtained to do otherwise. Staff supervising school teams may permit members of their teams to travel home in sports kit after a fixture. School rules apply on journeys to and from school.

Pupils who cycle to school must wear a helmet and use suitable lights and safety clothing. They are not allowed to cycle their bicycle on the school grounds (but should wheel it). Pupils are responsible for the security of their bicycle while on school grounds. Bicycle parking is available by the Sports Centre.





# THE SCHOOL DAY

## Example Timetables

LEATHERHEAD

LOWER THIRD						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8.30-8.40			Registration			
8.45-9.00	Assembly	Tutor Time	Assembly	Chapel/ Congers	Tutor Time	
9.00-9.40	Period 1	Period 1 Week A - PSHE	Period 1	Period 1	Period 1	
9.45-10.25	Period 2	Period 2	Period 2	Period 2	Period 2	
10.30-11.10	Period 3	Period 3	Period 3	Period 3	Period 3	
11.10-11.30	Break					
11.35-12.15	Period 4	Period 4	Period 4	Period 4	Physical Education (11.35-13.00)	
12.15-12.45	Lunch					
12.45-13.25	Period 5	Period 5	Period 5	Period 5		
13.25-14.00	Break					
14.00-14.40	Period 6	Period 6	Games	14.00-14.35* Period 6	Period 6	
14.45-15.25	Games	Period 7		14.40-15.15 Period 7	Period 7	
15.30-16.10		Period 8		15.20-15.55 Period 8	Period 8	
16.10-16.25	De-Reg					
16.30-17.15	Optional Activities				Pupils Depart	

\* Thursday afternoon lessons are 35 minutes.

UPPER THIRD					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-8.40			Registration		
8.45-9.00	Assembly	Tutor Time	Assembly	Chapel/ Cangers	Tutor Time
9.00-9.40	Period 1	Period 1 Week A - PSHE	Period 1	Period 1	Period 1
9.45-10.25	Period 2	Period 2	Period 2	Period 2	Period 2
10.30-11.10	Period 3	Period 3	Period 3	Period 3	Period 3
11.10-11.30	Break				
11.35-12.15	Period 4	Period 4	Period 4	Period 4	Period 4
12.15-12.45	Lunch				
12.45-13.25	Period 5	Period 5	Period 5	Period 5	Period 5
13.25-14.00	Break				
14.00-14.40	Period 6	Period 6	Games	14.00-14.35* Period 6	Physical Education
14.45-15.25	Games	Period 7		14.40-15.15* Period 7	
15.30-16.10		Period 8		15.20-15.55* Period 8	
16.10-16.25	De-Reg				
16.30-17.15	Optional Activities				Pupils Depart

\* Thursday afternoon lessons are 35 minutes.

FOURTH FORM					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-8.40			Registration		
8.45-9.00	Head's Assembly	Year Group Assembly/ Tutor Time	House Assembly/ Chapel	Tutor Time	Chapel/ Congers
9.00-9.40	Period 1	Period 1 Week A - PSHE	Period 1	Period 1	Period 1
9.45-10.25	Period 2	Period 2	Period 2	Period 2	Period 2
10.30-11.10	Period 3	Period 3	Period 3	Period 3	Period 3
11.10-11.30			Break		
11.35-12.15	Period 4	Period 4	Period 4	Games	Period 4
12.20-13.00	Period 5	Period 5	Period 5		Lunch (12.15-12.45)
13.00-14.00		Lunch			Period 5 (12.45-13.25) Break
14.00-14.40	Period 6	Games	Period 6	Period 6	Period 6
14.45-15.25	Period 7		Period 7	Period 7	Period 7
15.30-16.10	Wellbeing		Period 8	Period 8	Period 8
16.10-16.25			De-Reg	De-Reg	De-Reg (16.10-16.20)
16.30-17.15		Activities	Activities		Pupils Depart
* Thursday afternoon lessons are 35 minutes.					

LOWER FIFTH					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-8.40	Registration				
8.45-9.00	Head's Assembly	Year Group Assembly/ Tutor Time	House Assembly/ Chapel	Tutor Time	Chapel/ Congers
9.00-9.40	Period 1	Period 1 Week A - PSHE	Period 1	Period 1	Period 1
9.45-10.25	Period 2	Period 2	Period 2	Period 2	Period 2
10.30-11.10	Period 3	Period 3	Period 3	Period 3	Period 3
11.10-11.30	Break				
11.35-12.15	Period 4	Period 4	Period 4	Games	Period 4
12.20-13.00	Period 5	Period 5	Period 5		Period 5
13.00-14.00	Lunch				
14.00-14.40	Period 6	Games	Period 6	14.00-14.35 Period 6	Period 6
14.45-15.25	Period 7		Period 7	14.40-15.15 Period 7	Period 7
15.30-16.10	Wellbeing		Period 8	15.20-15.55 Period 8	Period 8
16.10-16.25	De-Reg		16.00-16.30 De-Reg	De-Reg (16.10-16.20)	
16.30-17.15	Activities		16.30-17.15 Activities	CCF Pupils Depart	
* Thursday afternoon lessons are 35 minutes.					

UPPER FIFTH AND SIXTH FORM					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-8.40			Registration		
8.45-9.00	Head's Assembly	Year Group Assembly/ Tutor Time	House Assembly/ Chapel	Tutor Time	Chapel/ Congers
9.00-9.40	Period 1	Period 1 Week A - PSHE	Period 1	Period 1	Period 1
9.45-10.25	Period 2	Period 2	Period 2	Period 2	Period 2
10.30-11.10	Period 3	Period 3	Period 3	Period 3	Period 3
11.10-11.30			Break		
11.35-12.15	Period 4	Games	Period 4	Period 4	Period 4
12.20-13.00	Period 5		Period 5	Period 5	Period 5
13.00-14.00			Lunch		
14.00-14.40	Period 6	Period 6	Period 6	Games (14.00-16.00)	Period 6
14.45-15.25	Period 7	Period 7	Period 7		Period 7
15.30-16.10	Wellbeing	Period 8	Period 8		Period 8
16.10-16.25		De-Reg		CCF/ Activities (16.00-17.15)	De-Reg (16.10-16.20)
16.30-17.15		Activities			Pupils Depart

### Classroom Routines

1

We will enter the classroom quietly

2

We will sit at our desks and get our books and equipment ready

3

We will be silent during the register

4

We will not get out laptops until instructed to by teachers  
(In the Sixth Form we will not get out our phones)

5

We will not pack up until instructed to do so

6

We will stand behind chairs and wait to be dismissed

7

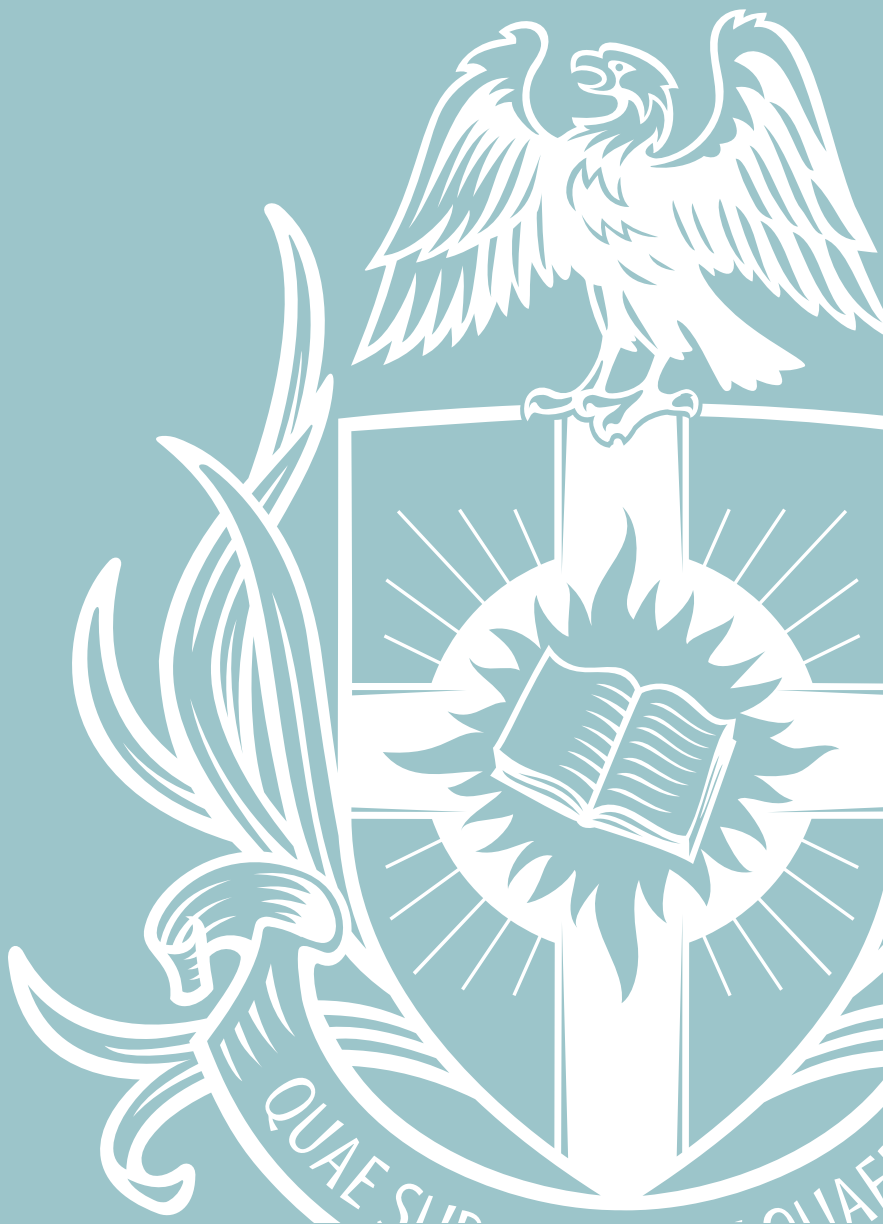
We will be dismissed in rows or similar at the teacher's direction

High Hopes / High Standards / High Sports

### Daily Routines

#### Example Morning Routine

Day	4F-U6	L3-U3 (Sept-May)	L3-U3 (May-July)
Monday	Head's Assembly <i>Chapel</i>	Lower School Assembly <i>Old Chapel</i>	Head's Assembly <i>Chapel</i>
Tuesday	Week A - PSHE Week B - Year Group Assembly or Tutor Time	Tutor Time <i>Tutor Room</i>	Tutor Time <i>Tutor Room</i>
Wednesday	House Chapel <i>Chapel</i> or House Assembly <i>House</i>	Lower School Assembly <i>Old Chapel</i>	Lower School Assembly <i>PAC</i>
Thursday	Tutor Time <i>Tutor Room</i>	Lower School Chapel / Congers <i>Chapel</i>	Tutor Time <i>Tutor Room</i>
Friday	Chapel / Congers <i>Chapel</i>	Tutor Time <i>Tutor Room</i>	Chapel / Congers <i>Chapel</i>



## ST JOHN'S SCHOOL

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