ST JOHN'S WOOD
PRIMARY SCHOOL

Induction Handbook

Upper School Site

2026-2027

Organisation of the school day

The start of the day

Your child's classroom door will open at 8.30am. They will go straight into class as soon as they arrive at school. There will be adults at the classroom doors welcoming children into the building for the start of the day. All children will enter through the playground where members of staff will direct children to their classrooms. When children reach their classroom, they will have a morning challenge or activity to complete. This will ensure a smooth, calm start to the day for all children. Parents must wait with their child before the gate opens at 8.30am.

Members of staff will be around to ensure that children are safe. If you need to meet with your child's class teacher this can be done at the end of the day or you can call the office to arrange an appointment.

Children must be in their classroom and ready for learning by **8.50am**. If your child arrives after 8.50am they will be marked late in the register. If you are late and the gate to the playground has closed your child must go to the Main Office so they can be registered.

The end of the day

The school day finishes at 3.10pm. All children can be collected from the upper school playground where they will be lined up with their teacher. Please be punctual when collecting your child.

If you know that you are going to be late to collect your child, you must contact the school office. If an adult other than the usual parent or carer is collecting your child, you must inform a member of staff before 2.30pm. If possible, we would prefer you to introduce new people to us beforehand. We will not let your child leave with someone we do not know.

Lunchtimes, drinks and snacks

Lunchtime is from 12:00pm-1:00pm or 12.15pm–1.15pm.

Please bring a water bottle to school, clearly labelled with your child's name. This will be available to them throughout the day. Children are allowed to bring in a piece of fruit for break times. Please remember to take your child's water bottle home at the end of the day.

Hot lunches are prepared on site and served in the hall each day. Children also have the option of bringing a packed lunch to school, although most children have school lunch. If your child brings a packed lunch, it must be in line with our Packed Lunch Policy. Please ask a member of the staff for more information on this. If your child would like to change from packed lunch to school lunch or vice versa you must inform the office, giving a half terms notice.

We would also like to remind everyone **we are a 'nut free' and 'sesame free' school**. We have several children and staff with potential life threatening nut allergies and therefore ask that no nuts are brought on the premises.

For 2026-2027, we believe all pupils will be entitled to a free school lunch. This is currently funded by the Greater London Authority.

Communication

You can contact the school office by phoning 020 4506 1530 or emailing upperschool@sjwps.co.uk

Our main form of communication is the daily contact you have with staff. We share school information and letters via Arbor. This is available to download on the App Store and the Play Store.

We also regularly update our school website with news and events: www.sjwps.co.uk

In the Autumn and Spring terms there will be a parents' evening. You will be given an appointment to speak to your child's teacher individually to discuss their progress. In the Summer Term you will receive a written report on your child's progress.

Attendance and Safeguarding

Attendance and Safeguarding is a vital part of our work at St. John's Wood Primary, ensuring children are in school learning and are safe. We work closely with Westminster City Council and the School Nursing Service to reduce unnecessary absence from school.

As part of our Safeguarding duty, when children are absent from school, we must have ensured this absence is appropriate and necessary and that any child not in school is safe. It is therefore **vital** that parents and carers inform us of any absences your child may have. If we have not been informed for the reasons of absence, we will then follow our safeguarding procedures, which includes contacting all named contacts on the child's file, a home visit or requesting police 'welfare check'. Obviously, where a pupil is unwell and you have informed the school by contacting the office on the number above, we will not need to follow these procedures in this manner.

Supporting Learning at Home

We believe that the partnership between school and home plays a crucial part in your child's learning and development. To fully access the whole primary curriculum children, need to develop strong reading and speaking and listening skills.

Home learning will mainly be in the form of pupils securing and embedding key facts and knowledge required to support their learning across the curriculum. This may be through practising and using 'basic skills' such as spelling patterns, number bonds, etc. Home learning may involve a project which requires children to carry out research or to make something for example a game or a poster.

Reading at Home

We encourage and promote reading at home **every day** to develop pupils' fluency and comprehension. In addition to their reading book from school, children can read newspapers, books from the library, websites and recipes to develop their reading skills in different contexts. We recommend that children read for around 20 minutes every day. They should record what they have read in their reading record and return their reading record to school.

Spellings and Mental Calculations

Each week, children will be given spellings to learn (these can be viewed and practised on the Spelling Shed website) and mental calculation facts to practise (number bonds, times tables, division facts). Parents and carers are encouraged to help children to practise these for 5 or 10 minutes each day.

Children in Year 6 may be given additional homework as appropriate. Please speak to your child's teacher if you require any further guidance or support.

Key Information

School Uniform

At St John's Wood Primary School, we want to ensure that all children look smart and feel part of our school community. Our uniform is designed to be affordable and practical for everyday wear.

Daily uniform consists of:

- Mid-grey tailored trousers, skirt, shorts or pinafore dress.
- White polo shirt – plain white or optional embroidered with school logo.
- Navy jumper – V-neck or crew neck from any retailer or optional embroidered with school logo.
- Socks / Tights – grey or white
- Footwear - Black shoes or trainers (no logos, flat and closed-toe).
  Boots may be worn in winter (no heels or logos).

Optional and seasonal items

- Summer: Navy blue gingham dress or grey tailored shorts.
- Winter: Plain navy fleece or raincoat.

PE Kit

Please ensure your child has a suitable PE kit in school every day. Children may leave their PE kit on their peg and take it home either at weekends or in the school holidays for washing.

- White T-shirt (plain or with school logo)
- Navy shorts or navy jogging bottoms
- Trainers

Important reminders:
Please make sure all items are clearly labelled with your child's name.
If you would like to purchase items with the school logo, these are available from Stitch Design

To ensure the uniform is accessible to all families

- Items can be purchased from a range of retailers including supermarkets
- Second-hand uniform options will be available through the school as the uniform is embedded, helping to further reduce costs

We understand that the cost of uniform is important to families, and we are committed to keeping costs as low as possible whilst maintaining high standards of appearance.

Jewellery

Jewellery of any kind is not permitted in school for safety reasons, with the exception of children with pierced ears who may wear small stud earrings only. Watches are not permitted in school.

Special Events

From time to time each class takes part in special school events, such as a class assembly, when you will be invited to come and find out about what we have been learning. We may organise visits to places of local interest or have special visitors come and see us. We will inform you in advance of any special events that will be taking place.

Thank you for reading this handbook.

If you have any further questions do not hesitate to speak your child's class teacher.

We look forward to working in partnership with you.