



School Handbook

Year 2 – Year 3 Transition

St Mark's C of E Junior School

Growing together, becoming all we are created to be

Vision and Ethos at St Mark's

We are delighted that you have chosen St Mark's C of E Junior School for your child's next chapter of their education. Our School Vision is '**Growing together, becoming all we are created to be**'. This, together with our school logo (the willow tree, planted in the grounds when St Mark's was built) captures what our school is all about: We are a community of learners, growing together in every season of life, aiming high, reaching out to others, celebrating our unique characters and gifts, rooted in strong Christian values. We very much believe that personal development and academic achievement go hand in hand.

Our **FACE Values** (Forgiveness, **A**spire, **C**ompassion and **E**ngage) are the heartbeat of St. Mark's. We demonstrate these by showing **F**orgiveness in our relationships, **A**spiration in our learning, acting with **C**ompassion towards others in our school, local and global communities; and finally **E**ngaging with each opportunity to progress and bring the best out of each other.

Through each aspect of school life, we aim to ensure that our school fosters a sense of self-worth and security in who we are and who we hope to become; to develop a moral compass to guide us through life; to build positive relationships and make a difference to the lives of others and in the world around us.

During the academic year of 2022-23, St Mark's received external validations of this through two inspections: **Ofsted (Graded as 'Good')** and **SIAMS (Graded as 'Excellent')**.

We were delighted with the way both inspection teams gained a real insight into our wonderful school; please do take time to read these reports as additional sources of information about St Mark's.

These can be found on our website under 'Key Information' or by following this link: [School Performance Reports & Data | St Mark's Church of England Junior School \(stmarksjunior.com\)](https://stmarksjunior.com)



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Our Teaching and Learning approach

We believe that excellent learning experiences, underpinned by high quality teaching, set in a nurturing environment, is essential for every child to achieve and develop well in all areas. The image below represents the key elements of **St Mark's approach to Teaching and Learning**.



It is displayed in large poster form in all classes and referred to as an integral part of all Teaching and Learning. This enables all learners to have a clear understanding of which part of the 'learning journey' is in focus, clarifying our positive learning behaviour expectations.



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In Summary

The Roots: Establishing Conditions in a nutrient rich soil

Children need to foster positive learning attitudes and habits in order to achieve excellence. Effective behaviour routines and systems, strong personal relationships with staff and active engagement in their learning will build confidence. A coherently planned, rich, challenging curriculum, where knowledge and skills are structured purposefully, will allow meaningful connections to be made. Therefore, the key elements in focus are:

- **Environment for excellence**
- **Active listening**
- **Collaboration**
- **New learning in small steps**

The Trunk and Branches: Building the Knowledge Structure

Effective instruction will support the children to build their knowledge through clear explaining, modelling and questioning. Probing questions will allow effective formative assessment to take place and support children with the next step in their learning. Therefore, the key elements in focus are:

- **Try It, Secure It**
- **Vocabulary**
- **Probing Questions**
- **Check understanding**

The Canopy: Exploring Possibilities

Children will have opportunities for purposeful, authentic learning experiences with open-ended outcomes as they become increasingly independent. These opportunities will allow the children to apply what they know and are likely to happen alongside more direct, instructional teaching (within the above 2 elements). Although they might occupy less time overall, they are still vital. Therefore, the key elements in focus are:

- **Organisation of Knowledge**
- **Deepen It**
- **Challenge**
- **Ambition**

All three areas of learning support the others. This is not a simple linear sequence but all three areas interact fuelling the growth of the others.



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Our broad curriculum gives our children many opportunities across all subjects for them to deepen their understanding and to ask the 'Big Questions' about life and the world in which we live. We have also woven a global and environmental perspective into our curriculum provision so that the children are equipped to become global citizens and empowered to be agents of change in the transformation of our world.

We do all we can to keep you informed about your child's learning and the progress they are making through the year as we work with you in partnership, for the benefit of your child's development. More details are outlined in the section below: 'Your Child's Learning'.

What does it mean to be a Church of England School?

We recognise and celebrate that our local community is made of families who have a range of beliefs; those of faith and those of none. We wholeheartedly welcome all families and aim to provide an inclusive and invitational ethos where all children can engage with all aspects of school life with integrity and respect whilst remaining true to our Church of England status.

Just like all good schools, we have high aspirations for our children and we are continually refining and adjusting provision so children are equipped to learn effectively and develop in their character. Here at St Mark's, your child will be nurtured and valued as a unique member of our school family through our distinctive Vision and Values that are rooted in Christian teaching. We also recognise that our Vision and Values are shared across all belief systems; as we 'Grow Together', we value families from all faiths and of none and recognise and celebrate the inherent worth of each individual.

Church School Distinctiveness is rigorously inspected every 5 years under the **Statutory Inspection for Anglican and Methodist Schools** Evaluation Schedule (otherwise known as a **SIAMS** Inspection).

The Church of England Vision for Education sets out four basic elements that run through the whole approach, promoted in each Church School. The Vision is for schools to:

- **Educate for Wisdom, Knowledge and Skills:** enabling discipline, confidence and delight in seeking wisdom and knowledge, developing talents in all areas of life
- **Educate for Hope and Aspiration:** coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them
- **Educate for Community and Living Well Together:** a core focus on relationships, participation in communities and the qualities of character that enable people to flourish together
- **Educate for Dignity and Respect:** the basic principle of response and preciousness of each person, treating each person as a unique individual of inherent worth



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We seek to demonstrate these strands in all aspects of school life through showing our core FACE Values both in and out of the classroom. During our daily Class / Collective Worship sessions we also explore ways of showing a range of other shared values in our everyday lives, such as Courage, Thankfulness, Friendship, Trust, Generosity, Respect and Hope.

As referred to on Page 1, our most recent SIAMS Inspection took place in November 2022, where the school was judged as **Excellent** in every area.

The report can be found on our website under '**Key Information**' or by following this link: [School Performance Reports & Data | St Mark's Church of England Junior School \(stmarksjunior.com\)](https://stmarksjunior.com/School-Performance-Reports-&-Data)

By law, our responsibilities as a Church of England school are to:

- Engage meaningfully in a real act of Christian worship every day
- Offer a school life that incorporates the values of the Christian faith
- Ensure that Religious Education is given at least 5% of school time and that the quality of RE and Collective Worship are a particular concern of the Headteacher and Governors
- Observe the major Christian festivals and ensure that those with other faiths are able and encouraged to mark their major festivals with integrity
- Maintain and develop an active and affirming relationship with a parish church

We are fully committed to fulfilling all of the above with an inclusive and invitational approach. If you have any questions about the Church of England Status of the school and would like to talk these through, please do not hesitate to contact the school office and I would be more than happy to meet with you at a mutually convenient time.

For further information regarding Church of England schools, do click on the link below:

[Education and Schools | The Church of England](https://www.churchofengland.org.uk/education-and-schools)



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Our Teaching Team from September 2025

Class / Year Group	Class Teachers	Teaching Assistant Support <i>Working across the year group according to need *</i>
Class 1 – Year 3	Miss Barrett	Mrs Hamill Mrs Wildman Mrs Stephens
Class 2 – Year 3	Mrs Hunt (Mon - Wed) Mrs Whale (Thurs, Fri)	
Class 3 – Year 4	Mr Sim (3 days) Job Share (2 days) TBC following recruitment process	Mrs Merivale Mrs Reilly <i>Higher Level Teaching Assistant</i> Ms Weaver
Class 4 – Year 4	Miss Thom	
Class 5 – Year 5	Miss Thornhill	Mrs Beames Mrs Bandah Mrs O'Connor <i>Higher Level Teaching Assistant</i> Mrs R Welch (Year 5 & 6)
Class 6 – Year 5	Mrs Clarke (Mon - Thurs) Mrs O'Connor (Fri)	
Class 7 – Year 6	Mr Averis	Miss Ryman Mrs Edmondson <i>Higher Level Teaching Assistant</i> Mrs Welch (across Year 5 & 6)
Class 8 – Year 6	Mrs Bonser (Mon - Wed) Mrs Hopkinson (Thurs, Fri)	
Outdoor Learning	Sophie Hornibrook (Thursdays)	Each class will have approx 2 x 6 week blocks of Outdoor Learning sessions through the year.
Senior Leadership Team Headteacher – Mrs A Fitch Deputy Head – Mr A Sim SENCO & Senior Leader – Mrs L Whale School Business Manager – Mrs S Hicks		Admin Team Administrator – Mrs J Anderson Administrator Assistant – Mrs M Christensen
PPA Teachers: <i>(Planning, Preparation and Assessment)</i>		Mrs Edmondson Mrs Reilly Mrs O'Connor

Each class will benefit from the support of at least one Teaching Assistant every morning; in the afternoons, the children will be supported according to level of need.

** Placement of Teaching Assistants is subject to change following the recruitment process of Year 4 Class Teacher*



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Transition

The majority of our new pupils will be coming to us from Benhall Infant School as well as some from other primary schools. The programme of transition activities are well under way to give the children and teachers a range of opportunities to prepare for the next stage of your child's education.

One of the most popular elements of this transition is the '**Buddies**' set-up. This term, your child will have several opportunities to meet up with their Buddy from Year 5, to help them to become more familiar with aspects of school life. Their Buddy will be someone who they will grow to trust and will build a relationship with during the year through reading activities and games.

Our **House Team** system also provides a sense of belonging as we engage with a variety of healthy competition amongst our House Teams across the year. Your child's House Team colour is included in this pack and will be the colour PE T-Shirt they will need.

We know that adjusting to a new routine, in a new setting can be very tiring for the children. Therefore, the school day (particularly in Autumn Term) will be broken down into short, manageable chunks of time as we begin to establish the routine and enable the children to settle in to St Mark's school life.

Communication

All of our communication with you will be via email / text message / telephone. Please ensure that school always has up-to-date contact details and also that you check your emails frequently to avoid missing important information.

In July, you will be sent 'ParentPay' Login details to enable you set up a *new account* for payment of school trips, hot lunches etc.

Please note: even though you may already have a ParentPay account with your child's current school setting, you will need to create a new account as the two schools have different banking details.



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Information about Your Child's Learning

At the beginning of each main term, a **Curriculum Letter** will be sent to you, to outline what the pupils will be learning in the forthcoming weeks. You will also be invited to come to a **Book Look** towards the end of every half term, so that your child can enjoy sharing some of the highlights of their work with you. The class teacher will be present for an informal chat, however if you have any specific concerns that need talking through further, please arrange a separate meeting with your child's class teacher through the School Office.

Formal Parents Evenings are scheduled for twice a year, in Autumn and Spring Term. The class teacher will talk through your child's **Interim Report** summarising their attainment and progress up to that point in the year, together with your child's next steps in their learning.

An **Annual Report** will be issued in July, along with the option of discussing the content with the Class Teacher if you so wish.

If you have any concerns at all and would like to meet with your child's class teacher, myself or any member of the Senior Leadership Team at any point through the school year, please do not hesitate to make an appointment through the School Office. A member of SLT will also be available to talk to on the playground during Drop-off and Pick-up times every day.

Drop-off and Pick-up Arrangements

The school gates are opened at **8.35am**, when your children will be welcomed onto the playground by members of the Senior Leadership Team and, for the first few days, by staff from your child's Year Group. Your child will then go **straight to their classroom** where their teacher will have a quiet morning activity ready to promote a calm and settled start to the day.

The time will also be used for children to get themselves organised for the day and order their lunch before **Registration at 8.50am, when all children must be in school.** Lessons will begin immediately after Registration so **please ensure your child is not late.** *Missing the first part of their lesson has a significant effect on their learning.*

At 3.10pm the children will come out onto the playground with their teacher to be picked up.

Year 3: Playground by the playing field

Year 4: by the large wooden planters in the middle of the playground

Year 5 & 6: Playground nearest the school fence

The class teachers will lead the children out of school at the end of the day so, once all of the children have been dismissed, please do use this as a time to have a quick chat with the teacher. For any longer conversations, please arrange an after-school appointment via the school office or by emailing clerical@st-marks.gloucs.sch.uk. We are all here to help!



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Home/School Partnership

We very much believe that when staff at school and parents/carers at home are working together, your child's progress will be strengthened and their learning experiences enhanced. Your child needs us to work together!

Each child is provided with a **Reading Record book** where Teachers / Teaching Assistants will add comments about your child's reading or about anything that has happened during the school day. We ask that parents sign the reading record by Friday each week to show they have heard their child read at least 4 times per week. This book is also for you to comment / clarify queries with the adults teaching your child, so please do **check it regularly and use it as a communication tool**.

An overview of Homework expectations for your child is included in this pack and will also be communicated to you at the beginning of the school year within the Curriculum letter.

Wrap Around Care – St Mark's Out Of School Club (SMOOSC)

If you need before or after school provision, this is available to you through a separate company, based on St Mark's site for Benhall and St Mark's children. For more information, please contact Jules Houlton on SMOOSC@outlook.com

School Lunches & Snacks

During registration, your child will have the option to order a hot school lunch (provided by Caterlink, currently at a cost of £2.85 per meal, charged through ParentPay). Alternatively, your child is, of course, welcome to bring their own nutritious packed lunch. We ask that all children bring a **healthy mid-morning snack** (e.g. fruit, vegetables, crackers & cheese, breadsticks, a small sandwich – no crisps, sweets or chocolate please). **We have a strict 'Nut Free' and no shellfish policy in school. Please do not provide any food for your child containing nuts (including Nutella) or shellfish.**

What your child needs to bring each day:

- A named bottle containing water each day that can be refilled
- A nut-free, healthy break time snack
- Friday is 'Treat Friday' – children can bring in a treat snack but no sweets please – or 20p for a snack from our school Tuck Shop
- A waterproof coat (no hoodies please) / sunhat, weather dependant
- A small backpack
- All equipment is provided in school but children can choose to bring in their own colouring pencils / pens if they wish – to be kept in a pencil case in their bag until needed. 'Fashion pens' with additional accessories on the end will not be allowed as this affects the child's ability to write correctly and can be a distraction.

School Uniform

With this pack will be our **School Uniform Policy**. All items on this list are stocked at Monkhouse, Cheltenham and can be found within this pack or online on the school uniform section of our website (Parents tab; Uniform). Alternatively visit the Monkhouse online store [St Mark's Church of England Junior School \(URN-115712\) - School](#)



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Cool Milk

If you would like your child to have a cup of milk each day, please sign up directly, using this link:
<https://www.coolmilk.com/>

GDPR

To be compliant with revised Data Protection regulations, **please complete the attached consent forms** to enable us to hold the necessary information we need in school.

Pupil Premium & Free School Meals

In Key Stage 1, your child will have been entitled to a free school meal. This is known as 'Universal Free School Meals' (in other words, free school meals for **all** children). **From Year 3, this Government funding stops for most children.** However, depending on your own personal circumstances, you may be entitled to funding continuing, enabling your child to have a free school meal each day as well as access to enrichment activities and targeted support in their learning. This, together with Pupil Premium funding is a payment made to the school by central government and is used to directly benefit your child.

Many parents are unaware that even if you do not want your child to have Free School Meals, your child might still be eligible to receive this additional funding anyway. As you can imagine, with school budgets being tightened, any source of income is greatly needed in school to allow us to be able to continue with the wide range of activities and level of support that we want to provide for your child, both now and in the future.

Therefore, we are asking parents and guardians of all children attending St. Mark's to assess their eligibility for free school meals regardless of whether your child has a hot dinner or brings a packed lunch to school. This can be done by following the instructions using this link
<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/free-school-meals/>

If you need any help regarding the online application process or you want to know more information about the Free School Meals portal, please contact Mrs Anderson, our Administrator, who will be happy to discuss this with you, via clerical@st-marks.gloucs.sch.uk

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to Free School Meals. The information may also be shared with other Council departments to offer benefits and services.



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Music Tuition

If your child would like to learn a musical instrument, please see the attached form for more information. We recommend that your child does not sign up for more than two peripatetic music lessons (including Rocksteady) to keep time taken out of class to a minimum. This excludes choir, recorder and orchestra as these take place either at lunchtime or after school.

Term Dates

Please find attached the school's Term Dates from September 2025 – July 2026. This indicates the INSET days, as agreed and in-line with Benhall Infant School. Term Dates for 2026-2027 are also published on the school website.

Safeguarding & Managing Medicines

Everyone in the education service plays a part in keeping children and young people safe. Creating a safe learning environment, identifying pupils who are suffering or at risk of harm and then taking appropriate action are vital to ensuring children are safe at home and at school.

If you are concerned about the safety of a child in this school, please contact me immediately on head@st-marks.gloucs.sch.uk

Please read carefully the attached policy for **Managing Medicines in School & First Aid**, included in this pack outlining our school's approach if your child becomes unwell.

Absence – ensuring your child is safe

Government regulations make it necessary for the school to keep a record of absences, with reasons. **If your child is absent, please telephone the school before 8.45am each day your child is unwell and will not be at school so we are assured your child is safe.**

Should we not hear from you, we will make contact to establish the reason for the absence. If we cannot reach you as the first emergency contact, we will use the list of 3 contact numbers provided. If, by **12 noon**, we still have not managed to reach you, two members of the Senior Leadership Team may make a home visit and call the Police if we are concerned for the safety of your child.

Parents must ensure pupils are punctual to school to ensure children make a smooth, settled start to the day. Late arriving pupils must be accompanied to Reception by the parent for registration. This will be recorded as 'L' (late) in the school register and monitored closely.

If you are aware that your child has a scheduled appointment e.g. by a medical consultant, please request an Absence Form from the School Office **at least 48 hours in advance of the appointment**. We ask that any appointments (doctors, dentist etc.) are made **outside of the school day** unless it is an absolute emergency.

Holidays during Term Time

In keeping with Government policy, unless circumstances meet certain exceptional criteria, as outlined in our Attendance Policy (on school website), **term-time holidays will not be authorised**.



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The Governors and the school understand the challenges faced by families where one or both parents have difficulties in taking time off from work during the school holiday period; it also has to be balanced with the understanding of the primary function of the school: to ensure children receive the best possible education.

We are obliged to remind you of your legal duty as parents under the Education Act of 1996 to ensure regular and full time attendance at school. As such, if any parent does choose to take their child out of school and this absence is unauthorised by the Headteacher, then the school has a legal duty to report unauthorised absences to the School Attendance Service at the Local Authority. **If the child's unauthorised absences reach 10 or more sessions (equivalent to 5 school days) within a 10 week window, the Local Authority then has powers to prosecute parents (court action) and issue Fixed Penalty Notices (fines).** Such actions are determined by the Local Authority and outside the school's control.

Special Educational Needs and Disabilities

The school recognises that for some children, their individual needs become Special Educational Needs and Disabilities. In order to identify and meet these Special Educational Needs and to ensure the best outcomes are achieved for each child, school works closely with parents and follows the guidelines set out in the SEN Code of Practice. It is our aim that pupils leave our school as confident individuals equipped to cope to the best of their ability with the challenges of the next steps in their learning.

If you require further information about the provision for SEND in the school please refer to the Local Offer which can be found on our school website. For any additional information please contact our Special Educational Needs Co-ordinator (SENCO), Mrs L Whale, through the School Office.

Charging Policy

A vast majority of 'extra-curricular' activities will be subsidised by the school with funds received from the Local Authority and other available grants. There are however, some valuable educational activities which the school cannot provide without seeking some financial support from parents.

- **School Visits and Residentials:** where the visit occurs during school time, there will be no compulsory charge but voluntary contributions will be invited. However, if not enough payments are received, the school will need to cancel the trip. Full charges may be levied for visits occurring out of school hours or for the board and lodging cost of any residential activity. *Those families in receipt of Pupil Premium funding and are unable to pay the full cost of the trip or residential, please contact our Business Manager, Mrs Hicks: admin@st-marks.gloucs.sch.uk*
- **Peripatetic Music Tuition:** a charge is payable directly to the peripatetic music teacher by parents, for tuition during school hours. A charge for the hire of musical instruments, if used in individual or small group tuition, is provided by the Gloucestershire Music Centre and the hire charge is payable directly to them. *Those families in receipt of Pupil Premium funding and would like to learn a musical instrument but who are unable to pay for this, please contact our Business Manager, Mrs Hicks at the above address.*



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PTA (Parent and Teachers Association)

All parents automatically become members of this association. The Committee, selected each year at the Annual General Meeting usually held in October, is representative of each year group and the teaching staff. The programme of events is planned by the committee and this includes fundraising activities to benefit the children in the school as well and other social activities to interest parents and families. **We always need extra pairs of hands!** Please do contact the School Office if you are able to help in any way at all. We would be really grateful!

Governing Board

The Governors at St Mark's have an excellent relationship with the Headteacher and all members of staff and, as a result, we all work very closely together for the effective running of the school, for benefit of the children. The role of the Governing Board is to be responsible for overseeing of the strategic direction of the school: vision and strategy, policy, budgeting and staffing. They are also involved in the school community, acting as critical friends to the Headteacher and Senior Leaders.

Foundation governors (nominated by the PCC at St Mark's C of E Church, Cheltenham) have a specific responsibility in law to secure that the school's Christian character is preserved and developed. In addition, along with fellow governors, they need the skills to contribute to the effective governance and success of the school.

The Full Governing Board meetings take place between 5 – 6 times per year with sub committees meeting in between times. Our sub committees consist of: Curriculum, Staffing & Finance and Ethos Committee. *If you would like to be part of the Governing Board, please look out for vacancies as they are advertised via email and on the school website.*

Finally...

I hope this document is informative and helpful as you prepare to join our wonderful school community. Below is a link to all of our school policies which can be found on our website www.stmarksjunior.com under *Key Information / Policies* - [Policies | St Mark's Church of England Junior School \(stmarksjunior.com\)](http://www.stmarksjunior.com)

I am aware that there is a lot of information to take in! All of the documents in this pack will also be available to you on our website under *Key Information / Year 2/3 Transition*. Overleaf is a checklist of what to do next. If you have a query or concern, please do not hesitate to contact me or any member of the Senior Leadership Team. We very much look forward to working closely in partnership with you to enable your child to flourish during their time here at St Mark's.

A handwritten signature in black ink, appearing to read 'A Fitch'.

Mrs A Fitch
Headteacher



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Contact Details

For all enquiries email: admin@st-marks.gloucs.sch.uk or clerical@st-marks.gloucs.sch.uk
 Phone: 01242 702280

Senior Leadership Team

Mrs A Fitch (Headteacher) head@st-marks.gloucs.sch.uk
Mr A Sim (Deputy Head) deputy@st-marks.gloucs.sch.uk
Mrs L Whale (Senior Leader & SENCO) senco@st-marks.gloucs.sch.uk
Mrs S Hicks (School Business Manager) admin@st-marks.gloucs.sch.uk

What to do now..

Below is a summary of the documents included in this pack and forms that need to be completed, which we hope will be a useful prompt.

Parent Checklist			
Document	Action needed	Notes	Done
School Handbook	Keep for Information		
St Mark's Admission Form	Complete and Return to School	Hand in at St Mark's by Friday 5th July	
Term Dates	Keep for Information	Please book holidays accordingly	
Music Tuition Form	Register if Required	Register your interest with the peripatetic music teachers directly	
GDPR Consent Form	Complete and Return to School	Hand in at St Mark's by Friday 5th July	
School Uniform Policy	Keep for Information		
St Mark's Uniform Supplier	Keep for Information	Order uniform in plenty of time to avoid disappointment	
St Mark's Uniform Price List	Keep for Information		
Behaviour Policy	Keep for Information		
Acceptable Use and ICT Policy	Sign the declaration on the Admissions Form to confirm that you have read and agreed to this policy	Hand in at St Mark's by Friday 5th July	
Homework Overview	Keep for Information		
Managing Medicines in School Policy	Keep for Information		