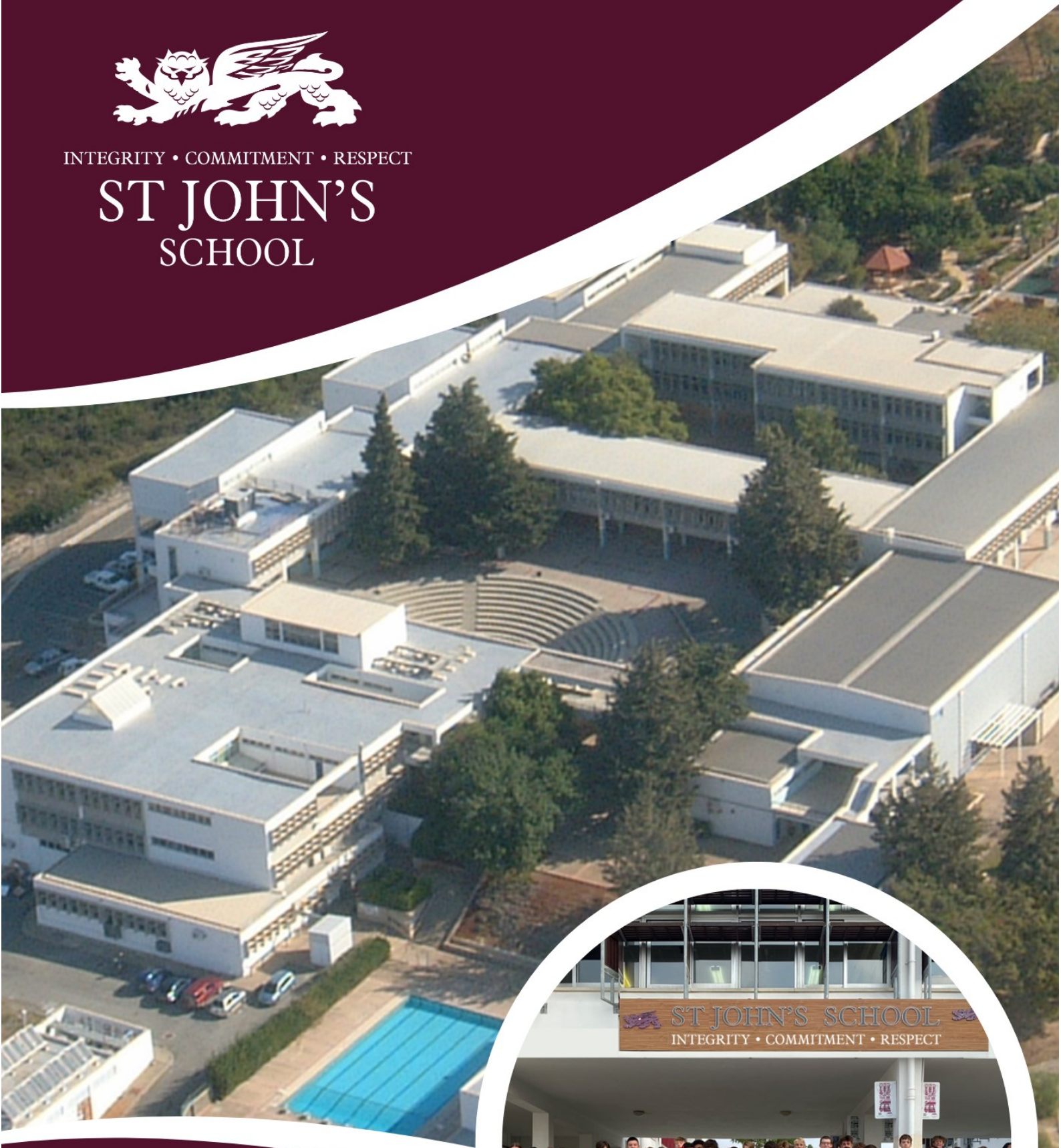




INTEGRITY • COMMITMENT • RESPECT

# ST JOHN'S SCHOOL



## NEW STUDENT SCHOOL INFORMATION BOOKLET





## MESSAGE TO PARENTS

**COLIN GUYTON**  
**HEADTEACHER**



St John's is a wonderful school that overlooks the Mediterranean Sea from Episkopi in the Western Sovereign Base Area. Serving the military community in British Forces Cyprus we educate 300 students from 11 to 18 years.

As a Ministry of Defence School, we are committed to eliminating educational disadvantage caused by mobility. To this end, we aspire to provide an educational offer that is consistently 'Good' and ensure that St John's School ranks in the Top 5% of schools nationally for students progress.

Blessed with a wealth of resources, housed in excellent, well maintained accommodation, we provide our students with experienced subject specialists who teach classes that average below twenty. Behaviour is outstanding, student satisfaction in their child's experience surpasses that of their previous school. Consequently, St John's School is well placed to eliminate the educational disadvantage that may otherwise be caused by mobility.

Responding to our unique setting, where student mobility is extremely high, Assessment for Learning (AFL) acts as our tool in eliminating educational disadvantage caused by mobility. Underpinning the planning of each and every lesson, AFL strategies are skilfully employed by staff to ensure gaps in student understanding are carefully planned to provide bespoke levels of support and challenge in response to each child's prior educational coverage.

Complementing our classroom provision, we aim to develop, in all of our students, our key values of Integrity, Commitment and Respect.

Embraced by all, we know it is these qualities that will help them be resilient, successful, and responsible in their lives whilst living in Cyprus and beyond.

With Open Mornings taking place each and every Thursday, you are invited to visit and I hope to see you soon.



# ‘Eliminating educational disadvantage caused by mobility’

## WELCOME

On behalf of all the staff, students and governors, I would like to take this opportunity to welcome you to St John’s School. You will now be embarking on the next stage of your learning journey with us here in Cyprus.

St John’s School offers a personalised experience for its students with a positive focus on learning in all its forms: from different bodies of knowledge, to life skills, to personal development with our key priority of elimination of educational disadvantage caused by mobility.



We appreciate that the move to a new school, as well as a new country, is a daunting experience. A new uniform, strange building, different people, hot weather, a two week timetable to get used to, as well as having to get to know new people and finding your way around. We also know that is an extremely exciting experience as well.

All our staff will be on-hand to support you if needed. Our key priority for the first term is to ensure that students settle positively into their new environment. We look forward to working with you over the coming years and we hope that this booklet will help support your induction into the St John’s community.

Please help us make this transition as smooth as possible by ensuring your parents complete the forms listed within this booklet and return the to reception as soon as possible.

We will do our best to provide you with the opportunities and challenges you will need to make a success of your life at St John’s. When you join us you will be linked to a student from your tutor group who will support you for the first couple of weeks, show you round, make sure you get to your lessons and introduce you to other students within your year.

Colin Guyton, BSc (Hons), MSc, PGCE  
Headteacher



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# ST JOHN'S SCHOOL

## SAFEGUARDING PROVISION

Safeguarding provision is '**exemplary**' and supports other MOD Schools in improving their provision.

## EDUCATIONAL OFFER

The educational offer is consistently '**Good**' ensuring St John's School ranks in the **Top 5%** of schools nationally for student progress.

## Eliminating educational disadvantage caused by mobility

### ATTENDANCE

Student attendance is **above 96%**, exceeding the national average.

### INCLUSION

The learning needs of our varied and diverse student community are effectively met through well planned lessons that provide **support and challenge**, underpinned by a caring pastoral ethos.

### STUDENT MOBILITY

St John's School is a centre of best practice; eliminating educational disadvantage caused by mobility. **Student progress exceeds 0.38**

### STAFF WELLBEING

Staff at St John's School feel valued and motivated by a shared moral purpose. There is a collective sense of achievement. **Employee turnover is less than 5%**

### STUDENT SATISFACTION

Students are **highly satisfied** at St John's School, possessing an attitude towards their learning that exceeds that of all other students nationally.

### COMMUNITY PRIDE

The community is **proud** of St John's School, celebrating the strengths and successes of a school which exceeds their child's previous school experience.



# Our Core Values





## Senior Leadership Team

Mr Colin Guyton - Headteacher

Mr Stephen Dixon - Deputy Headteacher

## Pastoral Team / Key Stage Leaders - An Introduction

The Pastoral Hub is a student friendly area where you can get questions answered, advice given and any support needed. It is led and managed by the following staff:

### **Mrs Parkinson - Safeguarding Lead and Pastoral Manager (see photo opposite)**

I am a non teaching member of staff, which means I am usually available all day in the Pastoral Hub. I am a military wife, and this is my second time in Cyprus, and I feel very blessed to be able to live on this beautiful island. My role is to ensure you are safe and happy in school and my team and I will do all we can to support you in your journey through St John's School.

### **Miss Stonier - Head of KS4 (see photo opposite)**

I teach Drama at St John's as well as being Head of KS4. I have been working with Forces children overseas for over 16 years, 10 of which have been here in Cyprus. You will find me in the Pastoral Hub with my wonderful team who are always happy to help and support you.

### **Mrs Gardiner - Head of KS3 (see photo opposite)**

Hello, my name is Mrs Gardiner and I am the Head of Key stage 3. I have been teaching at St John's for 2 years and I have been Head of Key Stage 3 for 1 year. I love St John's and living in Cyprus. It is my dream job and location. I have also thoroughly loved being a Head of year. It has allowed me to get to know students outside of the classroom and support them to succeed in their secondary careers. This opportunity has been something I have always dreamed of and I cant wait to get to know you when you arrive. Good luck and if you need me I will always be here to support you.

### **Mrs Bonar - Head of Sixth Form (see photo opposite)**

I'm Mrs Bonar and I am Head of 6<sup>th</sup> Form at St Johns.

Hopefully you will get a chance to meet the students in 6<sup>th</sup> form-they may look big and scary but they are always here to help you, so be brave and say hello.

I also teach Geography as well as Travel & Tourism so if you ever need any help with this subject or want to know more about the new places you are visiting then pop in and see me for a chat. I am part of the safeguarding team at St John's so I am always available to talk to you and support you if you have any worries.

Welcome to the St John's family, I am sure you will have the best time in Year 7.

### **Mrs Knight - Sixth Form Mentor**

My role includes supporting the 6<sup>th</sup> Form with their individual subjects and academic studies, as well as supporting them pastorally. This year I will also be teaching EPQ and careers lessons to the 6<sup>th</sup> Form as well. You can usually find me in the 6<sup>th</sup> Form office which is located in our new 6<sup>th</sup> Form suite on the second floor above the Headteacher's office.





# Safeguarding Team



If you have any concerns regarding your safety or anyone else's safety please report it to:



**Kate Parkinson**  
Safeguarding Lead  
Designated Safeguarding Lead



**Steve Dixon**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Colin Guyton**  
Headteacher



**Katie Gardiner**  
Head of Key Stage 3  
Deputy Designated Safeguarding Lead



**Hayley Stonier**  
Head of Key Stage 4  
Deputy Designated Safeguarding Lead



**Kelly Bonar**  
Head of Key Stage 5  
Deputy Designated Safeguarding Lead



**Andrew Holden**  
SENDCO  
Deputy Designated Safeguarding Lead



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SCHOOL

In addition or  
instead of raising a  
concern in person  
Scan the QR Code  
to report a concern



If you have a concern that affects your wellbeing and/or the wellbeing of others report it with confidence.  
Anonymous reports can be made.



## Tutor Groups

You will be allocated to a tutor group who meet every morning at 0800 hrs at the start of the day where you will be registered. This is an opportunity to get to know your tutor and other students in your year. It is a time for discussion and reflection on any issues that may concern you as well as discussing current issues, taking part in fun quizzes, checking of uniform and that you have all the equipment so that you are ready to learn.

There is a reading initiative twice per week during Tutor Time. Reading is the single most important way to improve your Vocabulary, Spelling, Punctuation, Expression, Understanding of different audiences and purposes

## Assemblies

Each week during registration every year group has at least one assembly in the school hall:

### Week One

- **Tuesday:** Whole School Assembly

### Week Two

- **Tuesday:** KS4 & KS5
- **Wednesday:** KS3

## Equipment

All students are expected to bring the following equipment to school:

- School bag to carry books to and from school
- Black Pen / Green Pen
- Ruler
- Pencil
- Eraser
- Water bottle



## School Uniform

St John's School exists to serve the needs of secondary age children in British Forces Cyprus. We understand that Service children may only be with us for a short period of time and for this reason we have ensured that our uniform is significantly cheaper than the UK average. We have also ensured that our uniform is befitting the climate in Cyprus.



We expect all students to be smartly dressed in our agreed school uniform whilst at school and travelling to and from school. Students are expected to follow the uniform policy and if they do not comply with the policy they will be spoken to by staff. If the problem is not immediately rectified a number of options could be used:

1. The School could contact parents and ask them to bring in a suitable item of uniform
2. The students' parents could be contacted and asked to take the student home to get changed and returned to school (this does not count as a fixed-term exclusion)
3. The students could be isolated from the student population until the uniform infringement is rectified
4. After School or break time detentions could be set for persistent or one-off infringements
5. An item of uniform can sometimes be lent to students from the 'loan' uniform held by the school
6. If problems persist, a student could be placed on 'Uniform Report' which would be checked every day by a member of Pastoral or Senior Staff and immediate detentions set for non-compliance
7. If problems persist, a student could be placed on 'loss of free time' which means they would spend their break times with a member of staff rather than with the student population
8. The Department for Education (DfE) states that, "The Headteacher can discipline your child for not wearing the school uniform. Your child can be suspended or expelled if they repeatedly ignore the uniform rules." (DfE, November 2014). It is very uncommon for uniform related issues to get to this stage and we would strive to work with parents to avoid this course of action if at all possible.



## School Uniform

We will fairly and robustly enforce our uniform policy for the reasons clearly laid. Tutors, teachers, pastoral leaders and senior staff will routinely check the standard of school uniform; this should not come as a shock when it happens. However, if there are medical or welfare reasons why certain items of uniform cannot be worn, please contact the school to inform us quickly.

All items of uniform should be clean and in a good state of repair.

### You should wear:

- St John's School Polo Top
- St John's School skirt or beige shorts or grey trousers
- Plain black shoes or trainers (no coloured logos)



### Optional

- St John's School grey jumper
- St John's School hoodie

## PE Kit

- School PE Top – Poseidon or Apollo
- Black Shorts – thigh length or longer
- Black leggings / Tracksuit Bottoms
- Swimming Costume (no bikinis) / Swim Shorts
- Sports Trainers (different to your school shoes)
- Hair-Tie



### Other kit required – dependant on the sport:

- Football Boots
- Shin Pads
- Gum Shield
- Black Football Socks



**All jewellery should be removed at the start of the PE lesson.**

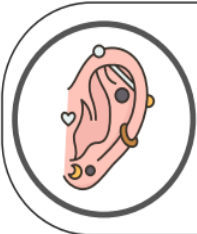




## Uniform Expectations



# ST JOHN'S SCHOOL



### PIERCINGS

**Only one piercing per ear is allowed**  
We understand that students may have more but these (inc. nose rings) need to be removed for school. Clear spacers can be collected from The Hub for recent piercings.

### OTHER JEWELLERY

**Only a watch can be worn for school.**  
All other bracelets, wristbands, rings and necklaces should be removed to prevent loss or injury.



### NAILS

**Only clear nail varnish on natural nails is allowed.**  
No coloured nail varnish/ gel or acrylic nails are allowed for school.



### HAIR AND MAKE-UP

**Simple make-up and subtle tones are allowed.**  
False lashes and excessive make-up are not permitted. Extreme hair colours are not allowed in school.



### SHOES AND SOCKS

**Black or white socks and black shoes/trainers are allowed.**

Coloured or patterned socks are not to be worn. There should be no coloured (or white) logos or soles on school shoes.



### PHONES

**We understand that you might need your phone but we don't want to see it.**

If your teacher directs you to use it in class that is fine but the rest of the time it should be off in your bag. Your headphones/pods should also be stored in your bag.



## Uniform Consequences



# ST JOHN'S SCHOOL



### PIERCINGS

**You will be asked to remove the extra piercings.**  
They will be placed in an envelope with your name on. You can collect them at the end of the day from The Hub. It will be recorded and multiple issues will result in your parents being contacted.

### OTHER JEWELLERY

**You will be asked to remove the jewellery.**  
They will be placed in an envelope with your name on. You can collect them at the end of the day from The Hub. It will be recorded and multiple issues will result in your parents being contacted.



### NAILS

**You will be sent to the hub to remove nail polish.**  
If they are gel or acrylic you will be given 24hrs to have them removed. Your parents will be contacted and you could be placed in isolation.



### HAIR AND MAKE-UP

**You will be sent to The Hub where you will be given make-up wipes to remove the make-up.**  
Anyone wearing false lashes will be given 24hrs to remove them. Extreme hair colours will need to be re-dyed. You could be placed in isolation.



### SHOES AND SOCKS

**You will be given a set period of time to get the correct shoes.**

If you still have incorrect footwear after the agreed time then you will be given plimsoles from The Hub. The Hub also holds black socks and will issue these where needed.



### PHONES

**If your phone/headphones are seen around school a member of staff will confiscate them.**

Your phone/headphones will be kept in The Hub until the end of the day. Each time it will be recorded. Multiple issues will result in your parents needing to come into school to collect your phone.



## Attendance

**Good attendance at school is the most fundamental requirement for a successful education.** The school expects students to attend regularly as there is a clear link between good attendance and high achievement. Regular attendance is defined by HM Government as 96% or above, which is equal to no more than 7 schools day absences each academic year.

<b>190</b> days in school	<b>10</b> days absent	<b>19</b> days absent (almost 4 weeks missed)	<b>29</b> days absent (about half a term missed)	<b>38</b> days absent (8 weeks missed)	<b>47</b> days absent (Almost 10 weeks missed – over a quarter of the school year)
	<b>180</b> days in school	<b>171</b> days in school	<b>161</b> days in school	<b>152</b> days in school	<b>143</b> days in school
<b>100%</b> attendance	<b>95%</b> attendance	<b>90%</b> attendance	<b>85%</b> attendance	<b>80%</b> attendance	<b>75%</b> attendance
Excellent record	Good record	Needs to improve	Cause for concern	Poor	Very poor
Gives the best possible opportunity for success! You are likely to achieve your potential and meet or exceed your targets! Well done!		Gives less chance of success. You are less likely to achieve your potential and meet your targets.		Much less chance of success. You are unlikely to achieve your potential and meet your targets.	

### Impact of School Absence

Research shows that with every extra day of school missed a child's chances of achieving 5 or more good GCSEs or equivalent at grades including in English and mathematics is lowered.

### Reporting a Student Absence

Should your child not be able to attend school then it is important that the school is informed. This should be done before 0815hrs **on each day of absence**.

The absence should be reported by email or by telephone as shared below:

School Reception

email: [sjs.attendance@modschoools.org](mailto:sjs.attendance@modschoools.org)

Telephone: +357 2596 3888

Further details regarding attendance at school can be found in the school [attendance policy](#), a copy of which can be viewed under the [policies](#) tab of this web site. When your child returns to school, please provide a short note to your child's Tutor giving the reason for the absence.



## Medical/Dental Appointments

If your child needs to attend a medical or dental appointment during the school day, please write a short note to their Tutor on the day of the appointment.

Both Akrotiri and Episkopi Medical / Dental Centres provide a school children's clinic on one afternoon during the week and we encourage you to make the most of this service. Please contact the relevant Medical Centre for more details.

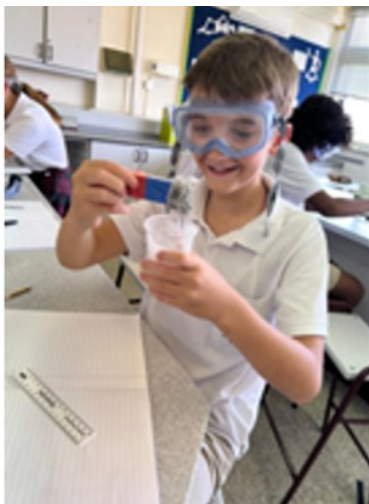
For appointments during the school day your child will need to sign out at the reception and be collected by a parent/guardian. Children are **not** allowed to leave school unaccompanied during the school day.

On returning to school, your child must sign in again at the school office.

## Holiday Leave

Please request a Holiday Leave Form from the reception which should be completed and returned to school before the holiday leave is taken. Whereas we understand if holiday has to be taken during term time for reasons linked to personal circumstances, we cannot always 'authorise' such holidays due to DfE rules.





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St John's School  
Episkopi, BFPO 53

Contact Us

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[www.stjohnsschoolcyprus.com](http://www.stjohnsschoolcyprus.com)

