



**John Blow Primary School**

**Home and School Partnership Handbook**

**September 2025**

# Welcome to John Blow Primary School

## Our vision

*At John Blow Primary School, we strive to provide an environment where children can be the best they can be. Through the delivery of a collaborative, engaging and purposeful curriculum, children will become prepared for the challenges that they face as they grow and develop. This is underpinned by opportunities to enhance pupils' cultural capital. By lighting the spark for life-long learning, John Blow pupils will become resilient, hard-working and focused learners with positive relationships central to their academic, emotional and mental well-being development.*



## Our motto

***“Be the best you can be”***

## Our Curriculum Drivers

**Resilience**

**Collaboration**

**Curiosity**

**Empathy**

**Purpose**

**Being Prepared**



Our curriculum drivers are interwoven into the day-to-day events in school. We encourage the children to utilise these behaviours towards their learning and school life to enable us to fulfil our school vision.



## Safeguarding and Child Protection Information

Safeguarding in schools is everyone's responsibility . All staff and volunteers at John Blow Primary School are trained to ensure safeguarding procedures and practices are implemented.

A full copy of the Child Protection Policy (September 2025) can be found on the website.

If you have any safeguarding concerns of any size or nature, please speak to the Designated Safeguarding Lead (DSL) Ben Carver (Headteacher) ***immediately.***

**At John Blow Primary School, the welfare and wellbeing of our students is paramount**

The John Blow Primary School's Safeguarding Team is made up of:

| Designated Safeguarding Lead (DSL) | Deputy DSL                           |
|------------------------------------|--------------------------------------|
| Mr Ben Carver<br>Headteacher       | Mr Ben Barnard<br>Deputy headteacher |

# Meet the John Blow Primary School Safeguarding Team



Designated Safeguarding Lead (DSL) - Ben Carver - Headteacher



Deputy DSL- Ben Barnard - Deputy Headteacher



Our safeguarding governors are Adrienne Allcock and Cameron Lord.

Nottinghamshire County Council's LADO can be contacted by telephoning: 0115 8041272



*If you have any worries or concerns, you can speak to any member of the John Blow Team.*

In the event of the DSLs not being on site, Tom Straw is the designated person to share any concerns with.

**childline**

**ONLINE, ON THE PHONE, ANYTIME**  
childline.org.uk | 0800 1111

### Whistleblowing

If an individual is unsure whether to raise a concern or at any stage wants confidential advice, they may wish to contact their Trade Union. Alternatively, they can contact the independent charity Public Concern at Work on 020 7404 6609 or at [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk) – their lawyers can give individuals free confidential advice on how to raise a concern about serious malpractice at work.



**Nottinghamshire Safeguarding Children Partnership**

Multi-Agency Safeguarding Hub (Nottinghamshire) - 0115 977 4247



Lincolnshire County Council  
Children's Services - 01522 782111

## **School staff**

|                    |   |
|--------------------|---|
| <b>Headteacher</b> | Mr Ben Carver - Designated Safeguarding Lead (DSL) and Designated Teacher for Looked After Children, SENDCo |
| <b>EYFS</b>        | Mrs Katie Bingham – EYFS lead   |
| <b>Year 1</b>      | Miss Kaylee Ball – Phonics lead   |
| <b>Year 2</b>      | Miss Ellie Milner   |
| <b>Year 3</b>      | Miss Ellie Hollingsworth - Assistant SENDCo   |
| <b>Year 4</b>      | Mr Carl Newberry  |
| <b>Year 5</b>      | Mr Ben Barnard – Deputy Headteacher, Deputy DSL   |
| <b>Year 6</b>      | Mr Tom Straw – Sports Premium Lead  |

### **Assistant Teachers**

Mrs Aimee Atkins  
Miss Sarah Poat  
Mrs Felicity Tacey  
Mrs Claire Townsend  
Mrs Wendy Wray

### **Office Manager**

Mrs Susan Sim

### **Kitchen Team**

Mrs Shirley Wynn  
Mrs Tracey Melfi

### **The Woodlands Team (Wrap-around care)**

Miss Jasmin Rick (leader)  
Mrs Liz Almack-Boulton  
Mrs Cassie Loughton-Howe



### **Midday supervisors**

Miss Jasmin Rick

## Behaviour and Relationships Policy

Our Behaviour and Relationships Policy is underpinned by a values based approach to behaviour management. Children start each week with 30 minutes of Golden Time and if they do not embody our values they will lose some of this time to enable them to reflect on their week on a Friday afternoon. Golden Time takes place on a Friday afternoon

To ensure a consistent approach to the implementation of this policy, we have a Step System which is found on the next page. We have a Golden Time log book to record the loss of any Golden Time; this also helps us to spot any patterns in behaviour to enable us to offer support if required.

We utilise a range of positive praise systems in place including:

- School Values sticker, badges and lanyards;
- Deputy Headteacher Awards;
- Headteacher Awards;
- Individual class systems chosen by class teachers;
- Above and Beyond assemblies (Friday am);
- Merit Assemblies (each half term).

### *Our School Values*



**We are kind and thoughtful**

**We show respect**

**We are focused and prepared to learn**

**We keep our school attractive and safe**

**We strive to be the best we can be**



## Step System for behaviour management

|  | <b>Step 1</b><br>(in class, lunch hall, playground)  | <b>Step 2</b><br>Additional adult intervention<br>(Lose 5 min Golden Time)   | <b>Step 3</b><br>Headteacher/Deputy  | <b>Step 4</b><br>Parental Involvement   |
|--|--|--|--|---|
| <b>Stages of support for negative behaviour</b><br>-Warning= based on values (Step 1)<br>Warning (Step 2)<br>-Removal 5 minutes (Step 2)<br>-Move to next Step | Class Teacher to manage within the classroom<br>Use of tone and body language, verbal warning and taking the opportunity for the Teacher or Support Staff to explain to the child why their behaviour is negative and how they can correct it.<br><br>Teachers should have restorative conversations with those who are not embodying our school values to build intrinsic positive reflection.<br><br>EYFS to instantly implement 2 minutes of reflection time with a sand timer. | Call for additional support when further disruption occurs: The following members of staff may be called to support with the aim of coregulate the pupil, they will move the child for a short time but will then spend the equivalent time back in the classroom supporting pupil to access the curriculum. Staff to call: Wendy Wray, Aimee Atkins, Felicity Tacey.<br><br>Note: SLT to monitor class Golden Time books weekly and if persistent/repeated they will CPOMS. | Sent to headteacher/ deputy headteacher<br><br>A formal behaviour discussion with a target and consequence.<br><br>HT/DHT will CPOMS.<br><br>Golden Time 2:30pm Fridays – reflection forms to be completed by children | <b>Phone Call home by SLT</b><br>Parent contact and the discussion of behaviour plans<br><br><br><br><br><br><br><br><br><br>-Repeated Step 3 for similar behaviour<br>-Significant harm or threatening behaviour<br>- Other SLT discretion |
| <b>Examples of actions which may lead to this stage</b><br><br>Staff should exercise “flexible consistency” ensuring all pupils can succeed.                   | -Calling names<br>-Unkind comments that upset others<br>- Refusal to participate<br>-Taking other children’s property<br>-Telling lies<br>-Throwing equipment<br>-Rocking on chairs<br>-Disrupting lesson<br>-Talking while the teacher is talking<br>-Calling out<br>-Constant fidgeting<br>-Being disrespectful towards adults<br>-Swearing  | -Being disrespectful towards adults and other children (back chat / raised voice).-<br>Repeated Step 1 behaviour<br>-Escalation of poor behaviour<br>-Hiding/unresponsive behaviour -<br>Dangerous actions such as throwing objects<br>-Violent outbursts<br>-Leaving the classroom without permission   | -Continuous name calling (bullying)<br>-Racial comments<br>-Homophobic comments<br>-Repeated Step 2<br>-Physical bodily harm<br>-Absconding<br>-Vandalism<br>-Bringing dangerous items into school                     |   |
| <b>Positive Rewards Stages</b>   | Use of positive tone, comments and stickers.<br><br>Dojo Points to be issued; Teams Points are earned in Teams towards a termly reward which will be displayed in the hall. There are 4 houses. Year 6 Team Captains to collect house points monthly.  | <b>Awards from other adults</b><br>Pupils achieve reader / Times Table Rock star of the week.<br>Pupils share good work or a positive story with another adult other than their teacher.<br>Pupils achieve values stickers .   | <b>Above and Beyond award</b><br>Issued by adults at the end of each week.<br><br>Sharing good work to SLT   | <b>Parents informed</b><br>-Merit Assembly each half term.  |

## **Step System for behaviour management**

### **Procedures to follow when a child does not adhere to a school value.**

Our Stage System (Appendix 1) was updated with input from staff in May 2024, this will ensure a consistent system to manage children who are not adhering to the school values. At every stage, children will be reminded of positive expectations of behaviour and the school values. The first response to a child who is not adhering to the values should be a verbal response reminding them of our expectations linked to the school values followed by a warning that they will move to Stage 1 if the unacceptable behaviour continues. This is an important stage in reaffirming expectations and encouraging positive behaviour (linked to the school values). After this warning, if the behaviour continues, then the following stages should be followed:

**Step 1** – The child will be issued a warning, and a positive intervention from the class teacher will be implemented to facilitate and support a change in behaviour. The focus here is to break the cycle of behaviour and remind the children of expectations.

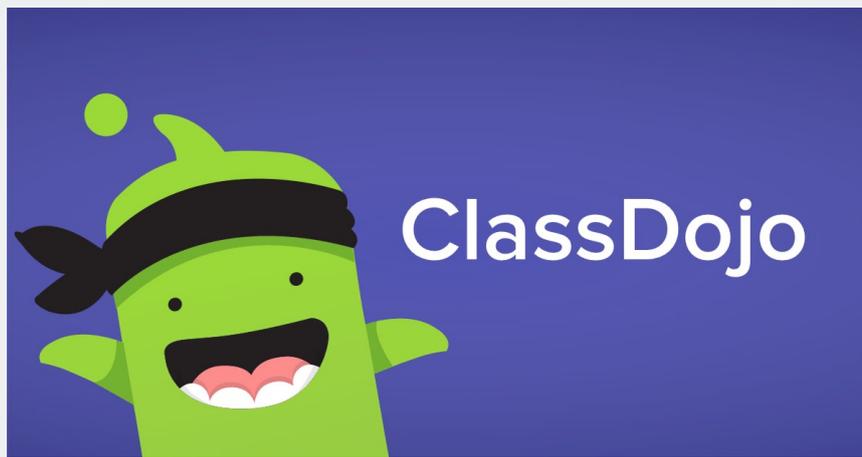
**Step 2** – The child loses 5 minutes of Golden Time, and an additional adult will intervene to support a change in behaviour – this information will be recorded in the class diary for logging behaviour incidences.

**Step 3** – The child will be sent to the headteacher or deputy headteacher. At this stage they will be supported to reflect on their choices and discuss future positive behaviour. This Step will be logged on CPOMS by the member of SLT dealing with the incident.

**Step 4** – Parental involvement – a phone call / meeting will be held between parents, class teacher and member of SLT.

For repeated or extreme behaviour, internal isolation may be used to break behaviour or provide opportunities for reflection; these will always be supervised (children will not be placed in rooms alone) and will take place in the headteacher's office or in the school hall. The focus will be on changing behaviour and breaking cycles of unwanted behaviour.

**We use Restorative Practice principles to support children in reflecting on and repairing any harm caused by their behaviour. This is an important stage in the personal and social development of our pupils.**



This year we are introducing **Class Dojo** as part of our Learning and Teaching Policy to support, monitor, and celebrate positive behaviour choices across the school. Class Dojo is a widely used online platform that allows teachers to award children points, known as *Dojo points*, for demonstrating positive behaviours such as kindness, teamwork, resilience, effort, or following school rules. These points provide an immediate and motivating way for children to see their successes build over time. Please note that at our school Class Dojo will be used **internally only** – it will not be used as a communication tool between staff and parents. Instead, it will form part of our behaviour and reward system in school.

As children earn Dojo points, they will be given their own secure login details for **Dojo Island**, a child-friendly online space where they can customise their avatar and use their points to unlock fun features. This provides an engaging and safe way for children to connect their positive choices in school with rewards they value. The introduction of Class Dojo follows staff and pupil surveys that highlighted a desire for a consistent, transparent, and motivating approach to behaviour.

Throughout the year, we will also be introducing additional rewards linked to Dojo points to recognise effort, resilience, and achievement across all aspects of school life. More information about these rewards will be shared in our weekly bulletin so that parents and carers can stay informed about how the system is being embedded.

# JOHN BLOW PRIMARY SCHOOL COMMUNICATION FLOWCHART

**General school enquiry.**  
e.g. questions about events/activities, clubs or wrap-around care

→

**Parents/Carers**  
Call the office between 8.15am and 4pm  
01636 892485  
or  
email  
office@collingham.notts.sch.uk

→

School will aim to respond within one working day



**Learning / SEND enquiry.**  
e.g. homework questions, concerns about progress, support for SEND needs

→

**Parents/Carers**  
Send an email to the class teacher / SENDCo via  
office@collingham.notts.sch.uk or sendco@collingham.notts.sch.uk  
or  
Come into school before 8.30am in the morning (via the school office) or catch them at the end of the day when children are dismissed.

→

**School**  
Class teacher will either respond via a telephone call or email  
Staff will attempt to make an initial response within 2 working days

→

In some cases, the enquiry will be dealt with the a member of the SEND Team. We aim to respond within two working days.

**Behaviour Enquiry.**  
e.g. friendship concerns, physical incident, unkind language incident, social media incident

→

**Parents/Carers**  
Send an email to the class teacher / via  
office@collingham.notts.sch.uk  
or  
Come into school before 8.30am in the morning (via the school office) or catch them at the end of the day when children are dismissed.

→

**School**  
Class teacher will either respond via a telephone call or email  
Staff will attempt to make an initial response within 2 working days

→

In some cases, the enquiry will be dealt with the a member of the Leadership Team. We aim to respond within two working days.

**Emotional or Mental Health Support Enquiry.**  
e.g. concerns around anxiety, changes to family circumstances

→

**Parents/Carers**  
Send an email to the class teacher / Wellbeing Team / SENDCo via  
office@collingham.notts.sch.uk or sendco@collingham.notts.sch.uk

→

**School**  
A member of the Wellbeing Team / your child's class teacher / the SENDCo will attempt to make an initial response within 2 working days

→

In some cases, the enquiry will be dealt with the a member of the Leadership Team. We aim to respond within two working days.



It is imperative that these channels are followed when raising communication with school. The pathways are in place to ensure that policies and procedures are adhered to.

Safeguarding or safety concerns  
**Safeguarding children and young people is everyone's responsibility**

To contact Mr Carver (Designated Safeguarding Lead) or Mr Barnard (Deputy Designated Safeguarding Lead) regarding a safeguarding or safety concern during term time, please contact the school office:

Telephone - 01636 892485  
Email - office@collingham.notts.sch.uk

If your concerns are regarding a child in immediate danger, the police should be contacted or a concern can be made raised to with children's services (anybody can make a referral via these numbers):

Nottinghamshire Multi-Agency Safeguarding Hub (MASH) - 0300 500 80 80  
Lincolnshire Children's Services - 01522 782111

## The school day

### School times

School times are as follows: 8.50 am – 12 noon  
1.00 pm – 3.30 pm

### Assemblies

Assemblies are held in the school hall on the following day:

|           |         |   |
|-----------|---------|---|
| Monday    | 9.00 am | Whole school assembly                     |
| Tuesday   | 9.00 am | Whole school singing assembly (via Teams) |
| Wednesday | 9.00 am | Whole school assembly                     |
| Thursday  | 9.00 am | Whole School Mentoring                    |
| Friday    | 9.00 am | Whole school Above and Beyond assembly    |

### Playtimes

Morning playtime 10.15 – 10.30 am  
Afternoon playtime 2.15 – 2.30 pm

### Attendance

We strive to ensure that all children are meeting our attendance target of >96%. The Scholar Pack App provides you with a 'live' attendance figure for your child.

Please see our Attendance Information for Parents' Booklet which is available on our school website.



## Communication

We utilise the following platforms to communicate with parents.



We use Scholar Pack for our registration and pupil information storage, the Parent App is available to download which allows you to communicate with school and receive updates (similar to text messages). If you do not download the app, you will receive a text message when the app is used to communicate information.

We also use Scholar Pack to send emails containing documents such as newsletter or key information.



We are now a cashless school; we now utilise School Money for dinner ordering, wrap-around care bookings, trips and visits. You are able to grant permission for these events through the app. We will send any information and payment requests through this platform.

If you have any issues with using either of these platforms, please speak to the school office and we will look to resolve these.

## **Special Educational Needs support at John Blow Primary School**

John Blow Primary School is committed to providing a safe, secure, and caring learning environment irrespective of need or disability. We have designed a curriculum which sets high aspirations and expectations for every pupil, making reasonable adjustments and adaptations to enable access for all. Our school motto of “be the best you can be” encourages children to excel at their strengths and develop their weaknesses, whilst also acknowledging these may differ for everyone. We believe it is important to consider the needs of the whole child and support parents and carers to access services through Nottinghamshire County Council’s local offer.

Children’s progress both in academic and development terms is regularly monitored and support or advice offered accordingly. For further information about support for children and parents please refer to the SEN page on the school website.



### **Supporting your child at home**

To utilise the partnerships between home and school we ask the following from you:

- Read regularly with your child and record this in their reading record (this can be sharing a story, hearing them read or talking about a book they have read).
- Support the children in completing their weekly home learning tasks (Y1-Y6).
- Develop their number fluency and mathematical skills through:
  - Singing number songs and nursery rhymes
  - Talking about numbers around their environment
  - Learning number bonds to 5, 10, 20 and 100
  - Counting in different steps (2s, 5s, 10s, 3s, 4s etc.)
  - Practising the recalling of multiplication facts
  - Learning to tell the time on an analogue and digital clock
  - Weighing ingredients for cooking and baking
- Utilise online platforms to support learning at home:
  - Year 2 - 6 - Spelling Shed, TTRS and Sumdog
- Engage with activities and events (which will be communicated with you throughout the year).
- Share any concerns you have regarding your child with their class teacher - this can either be informally at the end of a school day or through a meeting which can be arranged by emailing the school office - [office@collingham.notts.sch.uk](mailto:office@collingham.notts.sch.uk)



### **Our school's uniform**

The following items form part of the John Blow Primary School uniform:

Grey/Black trousers, skirt, dress, or shorts

A red and white summer dress

A white or red polo shirt or white shirt

A red sweatshirt or cardigan (our hoodies are for PE and not general uniform)

Black shoes

For PE, the children will need to come into school in their PE kit and stay in it for the day. The PE kit consists of:

A red or white t-shirt

Black shorts or trousers

A black or red zip-up top or hoodie

Trainers

**Football shirts/kits will not be permitted as part of the PE kit**

Jewellery should not be worn in school. The only exception is for pierced ears where studded earrings may be worn. Smart Watches (non-cellular) are permitted in school; if these are causing a distraction to learning, we will ask for them to be removed - if this is the case, we will inform parents of this decision via a phone call.

Long hair will need to be tied back during activities which pose a risk of hair becoming tangled (e.g. PE and Design and Technology activities)

***A full copy of the School Uniform Policy is available on the school website.***



## Home School Partnership Agreement

Please scan the QR code to complete the home school partnership agreement

## Home School Partnership Agreement 2025

