



St Leonards  
Parents Association

*Working together for our school*

Parents Association  
Guide for  
St Leonards  
*Junior School*

St Leonards School

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2017-2018



## Welcome to St Leonards Junior School (SLJS)

Maybe you will have ploughed through the School's paperwork, bought uniform and will be putting off the name-tape sewing 'until another day' ...

...It's time for your child to become immersed in life at St Leonards. But what about you, the parents? Where do you fit in?

You've automatically become members of the Parents Association (PA) and we hope this little guide produced by current parents will be helpful as a supplement to the School's official handbooks.

It's designed to help demystify St Leonards and its quirks and curiosities. Like all institutions St Leonards has its own jargon and we've tried to decipher it to enable parents to understand when their child says

"I'll meet you by the MC," or "See you on Birdcage."

It should at least help you sort out your CAS from your CDR.

Issues regarding the school's management or policies should be discussed with the school directly, with staff in person or via

[sljs@stleonards-fife.org](mailto:sljs@stleonards-fife.org)

Do please email us at the PA, though, if you have any everyday questions still left unanswered in this booklet:

[pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

## WHAT'S THE PA?

All parents and guardians of pupils at St Leonards are automatically members. The PA's role is social, to support events organised by the school - eg the annual Art Exhibition or Rugby Tournaments - and it also raises money for 'extra' items that the school needs. These items are on a Wish List (see below) drawn up by the Headmaster in consultation with staff. Most of all, the PA is a great way to meet other families and learn about the school.

The PA is not a PTA, in that it is not a voice for parents with concerns or complaints. Please see the section on Solving Problems for more on that.

The PA has open monthly meetings, advertised in the school calendar and via email etc. The meetings are very relaxed, taking place either in the school or at a local hotel, and all parents are welcome.

The PA has a committee of between 10 and 15 parents, elected at an AGM every October. There is also a band of regular volunteers who don't want to be on a committee but who happily come to the occasional meeting or help at events. If you'd like to volunteer please do contact: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

## THE HEADMASTER'S WISH LIST

All pitches for PA funds by school staff or the wider St Leonards community have to be put first of all to the Headmaster. The PA's remit is to raise funds for 'extra' items that staff at school say they need. The staff member specifies the item and its total cost and asks the Headmaster to include it in a Wish List which he then passes to the PA for consideration. We have recently funded Lego for Junior School children and indoor games for when it's too wet to play outside; an oven for cookery club; mobile flood lights for the sports department and modular staging for drama and music productions.

## SOCIAL REPS

Each year there is a request for volunteers to become social reps to organise year group or parent get-togethers, drum up support for PA events and organise things such as a Christmas or leaving gift for teachers. Being a Social Rep is a great way to meet other parents. Do join your class's official Facebook group.

## INFORMAL PARENT CONTACT LIST

All family contact details are kept confidential by the school. But as a PA we will ask if you'd like to be

included in an unofficial whole-school parent contact list. Parents find that it's good for sorting out lift-shares and party invitations etc. Being listed is voluntary and you will sign a form if you would like to be included. If you somehow miss the email about this, sent out each September, then please ask your Class Social Rep if you would like to participate, or email [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

### **PA NEW FAMILIES LINK PROGRAMME**

If you are a new family joining St Leonards and you are interested in meeting a family who's already here to fill in any information gaps before your child starts school, then please email [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org) for the PA to put you in touch with a friendly face from your child's year group. This will ensure that your child has someone to link up with, who can help them out in their first days and weeks at School.

### **FIRST DAY OF TERM**

While your child is having a whale of a time you may be feeling bereft. Please don't worry: coffee and conversation are available for all new Junior School parents at Headmaster's House in the main Quad of St Leonards from 8:30am until 10am on the first day of the autumn term. It is an opportunity

for new parents to meet each other and to be introduced to current parents such as class social reps and PA committee members. Please come along.

### **SECOND HAND UNIFORM SHOP (SHU)**

It's a fantastic resource run by PA volunteers. It's open on the last Friday of each month 8:30am-9am during term time or by individual appointment. You'll find the SHU Portakabin in front of St Rule in The Pends. The actual dates of the openings are also in the School's weekly newsletter, as are volunteers' contact details.

Items to be sold in the shop need to be handed in to the School office or direct to the SHU. One third of proceeds goes to the PA and two-thirds to the pupil's account. For information please email [shu@stleonards-fife.org](mailto:shu@stleonards-fife.org)

### **COMMUNICATING WITH THE PA**

Come to the monthly meetings. Details are in the school calendar. The hotline to the PA chair and vice chair is: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org) The PA also has its own group on Facebook, open to all St Leonards parents:

### **Facebook.com/groups/StLeonardsParentsAssociation**

It complements the emails sent out from PA committee members via the School secretaries. Any StL parent can use this closed group page for PA business - eg, to suggest social events; to request volunteers for events and to drum up support for PA fundraisers for the School's Wish List. As with all PA and School communications it must not be used for political, personal, financial or business matters - no lobbying or campaigning etc!

### **BREAKFAST/SUPPER CLUB**

For before or after school, you're able to sign up for hearty breakfasts and/or evening meals in the CDR. Contact the school's Catering Manager, Laura Paterson [l.paterson@stleonards-fife.org](mailto:l.paterson@stleonards-fife.org)

### **JUNIOR SCHOOL DROP-OFF**

Drop-off should be at the main door of the new Junior School building. Between 8am and 8:25am all children go to 'Early Birds' in a signposted room. The Head, Mr Goldsmith, and/or Deputy Head Mrs Pennycook are nearly always available at drop-off and pick-up to meet parents to discuss anything.

### **JUNIOR SCHOOL PICK-UP**

The teachers need parents to be super-prompt for pick-up. Parents of children in Years 1-3 collect them from the covered passageway at the side of the new building at 4:10pm. Children in Years 4-7 are collected at 4:10pm from the front of the school. Children in Years 4-7 have to tick a

box beside their name to sign themselves out each day.

Many children will stay after school for prep, activities or 'wrap-around' care. (see section on Activities.)

### **ACCESS TO SCHOOL, PARKING, KISS & DROP**

Access by car to the school grounds is through the Teinds Gate, opposite Aytton House in Abbey Street, St Andrews. This gate is open from 8am to 9am and then again from 3:45pm until 5:30pm. A one-way-system operates and we are requested to 'kiss and drop' and then drive (carefully!) round the green area, using a one-way operation.

Pedestrian access is via the Junior School gates on The Pends (see below).

Parking is very limited on the school grounds. The area by the Astroturf is primarily for parents of Years 1-3. Access is via the Teinds Gate.

Otherwise, there is limited parking on The Pends, which is one-way towards the Harbour for its lower half and you should therefore enter from South Street. There are additional parking spaces at the Harbour, or on South Street. The school bus or cycling are great options.

## SCHOOL BUSES

The person to contact about routes and schedules is Mr Colin Knight, the new Domestic Bursar  
[c.knight@stleonards-ffe.org](mailto:c.knight@stleonards-ffe.org)

## MEDICAL MATTERS, INHALERS AND EPIPENS ETC

The Medical Centre (MC) is staffed throughout the day. It is located off The Pends near the Music School Auditorium down the slope between Bishopshall and St Rule. Inhalers should be with the children at all times. The School Nurse advises students to bring a spare to the MC, as a back-up.

All other medication should be taken to the MC. It is important that any updates to medical conditions are passed on to the MC.

If your child is unwell, please don't send him or her to school. The main purpose of the MC is to support boarders as well as any on-the-day medical situations. It is not a proxy

GP service, nor is it set up to be a care centre for sick day pupils.

## DEFIBRILLATOR

It's located by the MC. Parents and older children have regular demonstrations on how to use it.

## SECURITY

There are security codes for doors throughout the school. Teachers and volunteers should wear ID at all times. If you need to see your child during the school day for some reason, please call the school first and if you can't do that then please make sure you report to Reception at the outset. Don't be offended if you are asked for ID on school premises.

## WHAT TO BRING TO SCHOOL

### Years 1-3:

Games and swimming kit (and a swimming cap is obligatory, obtained through the PE department), school jacket, book bag, water bottle.

### Years 4-7:

School bag, games kit, swimming kit (and a swimming cap is obligatory and obtained through the PE department), school coat.

You will be informed by your child's teacher of other items needed.

## St Leonards Map and Legend

**Auditorium:** in the Music School

**Big Field:** St Leonards main sports fields

**Birdcage:** Where lacrosse is played in winter, badminton in summer; where tea is served after Speeches and Prizegiving

**Bishopshall:** Boarding and Sixth Form day house

**Byre Theatre:** Town theatre where St Leonards productions are performed in February and May

**CDR:** Central Dining Room

**Fives Court:** Junior School playing field

**Green Room:** Visitors Reception in the Main School

**New Park Building:** Home to the Junior School

**MC:** Medical Centre

**Mentone:** (*pronounced Men-tony*) Junior School play area, which includes Dougal's Trail, named after a New Park pupil who died from neuroblastoma in 2003, aged 6.

**Elephant Gate:** Entrance to Big Field

**Ollerenshaw:** Boarding and Sixth Form day house

**Pends Gate:** Pedestrian entrance to the Junior School

**School Reception (for the whole school):** For all appointments with Administrative and Senior School teaching staff

**School Lane:** Visitors entrance.

**Second-hand uniform shop (SHU):** Run by the PA and staffed by parent volunteers

**SLG:** St Leonards Grass

**St Leonards Chapel:** St Andrews University chapel, also used for St Leonards lunchtime concerts

**St Rule:** Boarding and Sixth Form day house

**Teinds Gate:** Entrance off Abbey Street for access to Junior School parking at the start and end of the day

**Quad:** Historic heart of St Leonards; for access to School Reception, management offices, Headmaster's House; pupil only access to Senior School lockers and classrooms, Main School Hall, QML and Music School

**QML:** Queen Mary's Library, the main school library with garden and entrance off the Quad

- Queen Mary's Library 1
- Main Teaching Building 2
- School Hall 3
- St Leonards Chapel 4
- The Coach House 5
- Nuns Walk 6
- School Reception 7
- Headmaster's House 8
- Music School 9
- The Auditorium 10
- Bishopshall 11
- Medical Centre 12
- St Rule 13
- Central Dining Room (CDR) 14
- Ollerenshaw 15
- Birdcage 16
- Mentone 17
- Swimming Pool 18
- Squash Courts 19
- Junior School and St Katharines Hall 20
- Astro Turf 21
- Teinds Gate 22
- Fives Court 23



- |                            |                             |
|----------------------------|-----------------------------|
| 24 Big Field               | 30 Oliphant Gate            |
| 25 Art Department          | 31 Second Hand Uniform      |
| 26 Science Department      | 32 Glasgow Gate             |
| 27 Gym                     | 33 Coach drop off & pick up |
| 28 St Leonards Grass (SLG) | 34 Byre Theatre:            |
| 29 Green Room              |                             |

## HEADWEAR AND FOOTWEAR

Shoes need to be robust and black leather. Ballet-style pumps for girls should be avoided. Trainers must be in quiet colours, without flashing lights. Hair should be neat and tidy and girls' flowing locks must be tied back or up (don't encourage nits please!)...Girls' hair bands and pony-tail ties need to be black, navy-blue or the school tartan.

## SUMMER SUN

To be prepared for our St Andrews rays on summer days, your choice of protective navy blue sun hat/cap should be brought in. It's advised that you apply day-long sunscreen to your child at the start of the school day, and/or send them in with a tube or bottle to apply to themselves (if you're sure they will).

## JEWELLERY

Junior School children are not allowed to wear jewellery (except a watch) at school.

## MOBILES AND DEVICES

Mobile phones have to be handed to the Junior School Office at the start of the day for safekeeping and collected when the day is finished.

Electronic games are not allowed at school, although they may be taken on

school trips with the permission of the trip leader.

## FACEBOOK, INSTAGRAM ETC

Strongly discouraged for the children. You need to be at least 13 to have Facebook, Twitter etc.

## SWEETS AND SNACKS

Sweets, snacks and other foods are not allowed to be brought in. If you bring in cake for your child's Birthday please be sensitive to others' nut allergies etc. Don't hesitate to contact the school caterers (see below) if you need to.

## FOOD INTOLERANCES AND ALLERGIES

Please ensure that you have completed the Medical Information form and returned it to the school. Information about food intolerances will then be passed on to the caterers. If you would like to talk direct to the caterers, do contact the CDR manager Laura Paterson:  
[catering@stleonards-fife.org](mailto:catering@stleonards-fife.org)

## SCHOOL FOOD

Our caterers are Baxter Storey, based in the Central Dining Room (CDR). The CDR staff are usually around to chat to at school events. Menus are sent out to parents each Friday. The CDR staff are managed by

Laura Paterson and she is incredibly open to ideas and feedback.

## ACTIVITIES

Details of the Activities programme are sent out by School Secretary Mrs Alison Dewar at the end of the previous term for current pupils and just before the start of term for new pupils. Activities are booked online through the Clarion Call system, for which you will receive login details from the school.

## SCHOOL COMMUNICATIONS

### CLARION CALL

This is an online system for communications between the School and parents. It's used to book Activities as well as timeslots for meeting teachers at Parents Evenings.

### THE ST LEONARDS

**CALENDAR** is sent in the post before the start of term and gives details of all key dates for the Junior School, Senior School and Sixth Form. It's also on the website.

### THE WEBSITE

[stleonards-fife.org](http://stleonards-fife.org)  
The site is in a long process of being updated. For now, though, to log on to the secure Parents section of the

school website (icon top right of the page) you use the contact email you gave to School and create your password.

## SOCIAL MEDIA

[Facebook.com/stleonardsschool](https://www.facebook.com/stleonardsschool) and [Twitter@StLeonards\\_Head](https://twitter.com/StLeonards_Head) are used by the School to put out regular news about our children. St Leonards Sport and St Leonards Music have their own Facebook groups which you can ask to join.

## WEEKLY NEWSLETTER

It is emailed by School Secretary Mrs Dewar every Friday. It includes Will Goldsmith's news and photos from the last week, match results and notice of upcoming diary dates. It is accompanied by the Lunch menus for the week ahead and also individual music lesson times.

Parents also receive a newsletter before each new theme - or Unit of Inquiry - being studied by the children. This will let you know about any subjects to work on, key vocabulary, suggestions on how to support your child and also requests for any related expertise you may be able to share with the class.

Additional curriculum news is sent to all parents each term.

## GETTING A MESSAGE TO YOUR CHILD

Phone the Junior School Office on **01334 460470**

Or if you email

**sljs@stleonards-fife.org** your message will reach senior staff who will pass on any message to your child or the relevant teacher.

## MUSIC

The week's music lessons are emailed with the weekly newsletter. The Director of Music is Mrs Fiona Love: **music@stleonards-fife.org**

If you want to start your day inspired, impressed and uplifted then the Junior School's informal concerts each term are a must-see, even if your own child is not performing. The whole school attends the concerts in the Auditorium. Details are in the Calendar and the weekly newsletter.

## DRAMA

In class it's all about confidence-building and teamwork, preparing for assemblies and linking in with the curriculum's Units of Inquiry. In December, Years 1-3 are involved in the Nativity Play. It's performed to parents, local nurseries and the rest of the Junior School on a Sunday afternoon and Monday morning. Years 4-6 have an Easter Production,

in collaboration with the Music Department. Year 7 are involved in the annual Middle School (Years 7,8 & 9) production at The Byre Theatre. The Junior School also offers the Trinity School London Acting programme, with Summer Term exams. It's for children who want to do more acting and speech and drama. These pupils also take part in the Perform In Perth Festival in March. The school's Music and Drama **Facebook page is:** **<https://www.facebook.com/groups/StLeonardsMusicandDrama/>**

## SPORT

It's an honour to be picked to represent the school. Parents' support is actively encouraged. At least one week's notice is needed if your child can't take part in a school fixture. Some children are members of sports clubs outside school, but if fixtures occasionally clash please don't risk incurring the wrath of your School team-mates, their parents and the sports staff! Your allegiance is obviously to St Leonards! The school's Sport Facebook page is increasingly used for info about fixtures and teams: **<https://www.facebook.com/groups/stleonardssports/>** Football, Rugby, Cricket, Hockey, Lacrosse, Tennis, PE, Athletics and

Swimming are taught by Sports staff. Fintan Bonner is St Leonards Director of Golf and has big plans for Junior School Golf for 2017-18. **sport@stleonards-fife.org**

## SOLVING PROBLEMS

Don't let things fester! It serves no purpose to complain to someone who can't do anything about it - it's far better to speak directly to the person who can make a difference. Normally, most worries are sorted out after a conversation with the form teacher or the subject teacher. If you're still unhappy about something, ask to see the Junior School Deputy Head, Mrs Pennycook, or the Head, Mr Goldsmith. One or other is almost always available at school drop-off and pick-up. Or just call or email the School to make a suggestion or to see a member of staff: **sljs@stleonards-fife.org**

If you remain dissatisfied after all Junior School avenues are exhausted please contact the St Leonards School Headmaster, Dr Carslaw.

Details of the Complaints Procedure are in the School's official Parents Handbook.

## LEARNING ABOUT ST LEONARDS

Ad Vitam: The St Leonards Latin motto, meaning Towards Life, but interpreted at St Leonards as For Life. Ad Vitam is also the name of the PSHE (personal, social and health education) syllabus in School.

Apostrophe (lack of): St Leonards School and St Katharines Hall, like the town of St Andrews, have no apostrophe. This usage is historical.

Houses: From Year 4, children are placed in four competitive Houses, each with a colour:  
Harris (yellow)  
Lewis (red)  
Mull (green)  
Skye (blue)

GCSEs/IGCSEs: Exams taken in May and June in Year 11, usually after a two-year course.

## PRIMARY YEARS:

The Primary Years Programme (PYP) is the curriculum followed in Years 1-6 at SLJS. As well as learning English, Maths, Drama, Sport, Art and Music as individual subjects the children investigate sciences, languages and social studies in themes - or Units of Inquiry - with teachers (us as parents if we wish) across disciplines.

The PYP has the Learner Profile (see below) as its foundation.

## MIDDLE SCHOOL:

The Middle Years Programme is the curriculum followed in Years 7, 8 and 9 as preparation for GCSEs/IGCSEs.

## IBDP:

Sixth Formers (Years 12 & 13) are prepared for the two-year International Baccalaureate Diploma Programme after GCSEs/IGCSEs.

They study six subjects, three at Higher Level and three at Standard Level. These include a level of Maths, a Science and a foreign language from scratch or otherwise. Students write an Extended Essay on a topic they choose, do a Theory of Knowledge (TOK) course and undertake projects involving Creativity, Activity and Service (CAS).

## THE LEARNER PROFILE:

Don't be surprised when your child comes home quoting the St Leonards Learner Profile - ie - that pupils aspire to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective.

## SCHOOL GOVERNANCE

The St Leonards School Council is the governing body of the whole school. It has a St Leonards Junior School Advisory Sub-Committee, comprising parents (appointed for two years by the JS Head), Council members and staff. Its remit is to advise the governing body on academic and non-academic matters related to the Junior School. It meets once a term. The names of the sub-committee members are printed in the school calendar.

## YOUR CHILD IN THE NEWS

If your son or daughter achieves something spectacular or out of the ordinary do share it with the school. The news can feature in an Assembly or school newsletter, on Facebook, Twitter or in the local press/media. Email [news@stleonards.fife.org](mailto:news@stleonards.fife.org) - and include a photo!

## WHO'S WHO IN THE JUNIOR SCHOOL?

### Head, Junior School:

**Mr Will Goldsmith**  
*w.goldsmith@stleonards-fife.org*

### Deputy Head, Junior School:

**Mrs Julianne Pennycook**  
*j.pennycook@stleonards-fife.org*

### School Secretary:

**Mrs Alison Dewar**  
*sljs@stleonards-fife.org* or  
*contact@stleonards-fife.org*

### Teachers:

*(M=Monday; T=Tuesday; W=Wednesday; Th=Thursday; F=Friday)*

- Y1** Mrs Teresa Fynn
- Y2** Miss Anna Fisher (M/T/W); Mrs Karen Napier (Th/F)
- Y3** Mrs Nikki Arkwright
- Y4C** Mrs Kathleen McKimmon
- Y4P** Miss Claire Boissiere (M/T/W); Mrs Julianne Pennycook (Th/F)
- Y5** Mr Kenneth McDonald
- Y6C** Miss Dianne Cormack
- Y6P** Mrs Charlotte Jackson-Hutt (M/T);  
Miss Nicola Nejman (W/Th/F)
- Y7C** Mr Mikael Bosphore-Ward
- Y7P** Mrs Val Donald (M/T/W/Th); Miss Adele Neave (F)