



*“With exploring minds, and faith;
we grow and learn together”*

St James' Church of England Junior School

Parent/Carer Handbook

taking you step-by-step through starting our school





Thank you for choosing St James' Church of England Junior School

Andrew Beattie, Headteacher, says...

It's great news that your son or daughter will be starting at our wonderful school. Thank you for selecting us! This is the start of a 4-year partnership with school working alongside parents for the best outcomes for your child.

Answering your questions (Section 1)

From page 3 there is a variety of key information for you about the school. If you have any questions that are not answered here, please contact the school office on 01946 695311 and we will be happy to help!

We need some information from you (Section 2)

We need some important information from you, so please could you complete the forms in Section 2 and return to school as soon as possible. Please keep Section 1 for future reference.

'St James' is a school with inspirational teachers who make learning lively and engaging. Behaviour in the school is excellent and the school offered amazing support during the lockdowns. I would unreservedly recommend this school to any prospective parents.'

Parental Survey,
Ofsted Inspection
Apr 2022





What are our school times?

- Morning session 8.45am to 10.30am
- Morning break 10.30am to 10.45am
- Collective worship 10.45am to 11.10am
- Second session 11.10am to 12.10pm
- Lunch 12.10pm to 1.10pm
- Afternoon sessions 1.10pm to 3.20pm

Arrivals and departures

Children should be brought to the school playground where they will line up when the bell rings at 8.45am. The children will then be collected by their class teacher.

At 3.20pm the children will be handed over to their parent/carer on the playground by their class teacher. If there is an emergency which means you will be running late to collect your child, please telephone the school as soon as you can to let us know. Children in Year 5 and 6 can walk from the school site on their own, but parents must give permission for this by contacting the school office.

Wraparound care

Early Birds and After School Clubs (EBASC)

The Early Birds Breakfast Club is open from 7.50am until 8.45am and the After School Club runs from 3.20pm until 5.15pm. Sessions can be booked on a regular basis to fit in with work patterns or can be booked for occasional times. Bookings should be made through SchoolMoney or by contacting the school office.

The club provides healthy breakfast options including cereal, toast and pastries and after school snacks such as fruit and sandwiches. There are a wide range of play activities on offer in a homely atmosphere.

Fees are:

- Breakfast Club - £4.00
- After School Club - £5.50

Uniform

We have a school uniform and encourage our children to wear it with a sense of pride. All clothing should be labelled with your child's name. Our uniform is

- A Royal blue sweatshirt, cardigan or hooded top with the school logo
- A white or royal blue polo shirt (logo optional)
- Grey trousers or skirts
- Suitable all black school shoes/trainers (no sports logos or multicolour)
- In the summer children may wear blue gingham dresses
- Mules, flip-flops, high heeled shoes and converse or colourful trainers should not be worn in school.

Our local uniform supplier for items with the school logo is Haig Embroidery.

Telephone: 01946 328036 – www.haigembroidery.com

Email: info@haigembroidery.com

Items can also be purchased from www.myclothing.com and www.border-embroideries.co.uk

At St James' children come into school on their allocated PE days in full PE kit. PE kit is ordered through the school and is a polo shirt with the school logo with matching shorts or skorts. Children can also wear plain navy or black leggings or tracksuit bottoms in colder weather.

Clothing and Jewellery

Outdoor clothing should be suitable and appropriate to the school environment and the playground. The outdoor environment is used to support teaching across the curriculum and so children should bring an outdoor coat each day.

Brightly coloured hair dyes should not be applied during school term times. Jewellery – a plain studded earring is permitted. For safety reasons, no looped earrings or other jewellery.

Food in school

School meals

We are proud of our school meals, with dishes prepared using quality ingredients with choices ranging from traditional recipes such as roast dinners to pasta dishes, curries, and a range of baguettes, rolls and jacket potatoes with a variety of fillings. Children can choose their meal via pre-order at home or each morning in registration using SchoolMoney. Water is available at every meal.

Children are encouraged to be independent by collecting their own meal, carrying it to their place and clearing away afterwards. We encourage children to try new things, with a particular emphasis on trying fruit and vegetables.

The cost is £2.75 per day and should be paid online via SchoolMoney – a registration link will be sent out once the enclosed information forms are returned.

Free school dinners

Some children may be entitled to free school meals if their families meet the criteria. If you think you are entitled to free school meals (parents in receipt of Universal Credit or Jobseekers' Allowance) please check here:

<https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-activities/free-school-meals-and-clothing-vouchers>

Packed Lunches

Children may bring a cold packed lunch instead of having a cooked school dinner. As part of our commitment to healthy eating we discourage fizzy drinks, sweets or chocolate bars.

Lunch boxes should be clearly labelled with your child's name.

Please see our website for more information in our Whole School Food Policy.

Drinks

Children should bring named water bottles to school and we have water dispensers so that they can re-fill their bottles at break times.

School Milk

All children can have a carton of fresh, chilled milk each day through our school milk scheme operated by Cool Milk. Please visit www.coalmilk.com for more information and details of how to register. Registration information is also available from the school office.

Snacks

Children are welcome to bring in a morning snack and we encourage children to choose fruit or a bread based item, i.e. brioche (but not cake, sweets or chocolate). We also have a Tuck Shop which is open each morning break where the children can buy a portion of fresh fruit or a brioche or waffle for 20p.



Attendance

St James' Junior School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief, that only by attending school regularly and punctually will children be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. Each child will receive a termly red, amber or green letter highlighting their current attendance.

It is vital that your child attends school regularly and punctually. We aim for a minimum of 95% attendance from all children. The Government has stated that once a child's attendance figure reaches 90% they are classed as persistently absent. This equals 30 school days, so please help your child by ensuring they are in school unless there is a valid reason for their absence.

Absence

If your child is absent from school due to illness, please phone the school with the reason. Please note that we cannot accept an email or Dojo message without verbal confirmation. If we do not hear from you by 9.30am each day, we will phone you to check that your child is safe. Please note that we have a duty to do so under Child Protection regulations.

In line with updated attendance guidance given to school. School will regularly identify patterns in attendance. Where absence is deemed higher than expected, parents will be contacted and may be invited to attendance planning meetings to discuss measures to improve attendance.

If your child needs another reason for absence from school, such as a medical appointment, then please request and complete an absence form from the school office with all the relevant details.

Punctuality

Lateness is very disruptive for your child and the class, so please be prompt at the beginning of the school day. The registers will close at 9am. Any pupil who arrives after the closing of the register will count as absent. Pupils who arrive after 8.45am but before the register closes will be counted as present, but late.

All late marks are recorded and regular lateness as well as poor attendance may be referred to the Access & Inclusion Team at Cumberland County Council. Cumberland County Council as the Local Education Authority have the power to fine parents who take term time holiday, and/or are persistently late or absent from school.

Illness - Children with sickness and/or diarrhoea should not be in school unless the diarrhoea is known to be due to a non-infectious condition such as Coeliac disease. Children should not return to school until 48 hours after their last bout of sickness or diarrhoea.

Infectious Conditions - Particular attention should be paid to symptoms of any other infectious conditions and guidance followed with regards to any recommended absence periods from school to protect against any further spread of an infection. We will continue to follow government guidance in schools, as and when it is issued, and school risk assessments are available.

Holidays

Amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1 September 2013 remove all reference to 'family holidays' as well as the statutory threshold of 'ten school days'. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

School will consider every application for a holiday in term time individually, whilst paying heed to the statutory regulations. In line with these amendments, our policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. All school holiday dates are published to parents one year in advance. New guidance was released in August 2024 'Working together to improve school attendance' which lays out the thresholds for the issuing of Fixed Penalty Notices, and in line with the Cumberland County Councils 'Attendance Handbook' and the schools own Attendance Policy, absence taken for holidays will be unauthorised. The threshold for receiving a Fixed Penalty Notice (FPN) is 5 consecutive days of unauthorised holiday or 10 unauthorised sessions in a rolling 10-week period.

Clubs and activities

There are a wide variety of afterschool clubs and something for children of all ages to enjoy. Recent clubs have included: Adventure Club with Whitehaven Harbour Youth Project, Cricket, Football, Gymnastics, Judo, Paddle Boarding, Climbing, Table tennis and Zumba.

Children can learn to play keyboard and guitar and there is an annual concert to which parents are invited. The school is actively involved in charity work throughout the year. Our School Ambassadors choose a charity for us to support through events like non-uniform days and by getting involved with enterprise schemes such as Bright Stars which pairs children with local businesses. In the past we have supported the British Heart Foundation, Cancer charities and the NSPCC.

Child Protection and Safeguarding Children

Our Child Protection Policy applies to all staff and other adults who come into contact with children working in the school. It is recognised that the issues surrounding child protection are the responsibility of everyone. The Assistant head, Mrs Foye is the Designated Safeguarding Lead and Mrs Kerry Lunn is the Designated Safeguarding Governor.

Behaviour

We are proud at St James' Juniors to have high behavior standards. The school has rewards and sanctions laid out clearly to the children in every classroom and we will reinforce to children our expectation that they follow the St James' Way: Be Kind, Be Respectful & Give Your All. Children will also be involved in modelling classroom rules and expectations and will receive Dojo points to reward their good behavior and certificates in our weekly Celebration Assembly.

Jewellery

Jewellery is not allowed except for a watch and one pair of stud earrings. If you child wants to have their ears pierced during the summer holidays, please arrange it for the beginning of the break because pierced ears take about 6 weeks (and sometimes longer) to heal.



Mobile Phones/SMART Watches

Mobile phones and SMART watches are not allowed in school.

Collective worship

We hold a daily act of collective worship. Themes are broadly of a Christian nature as well as acknowledging the major religious festivals of others. Collective Worship is a time when we show respect for others, share our feelings and beliefs and come together as a whole school community. We feel that this is an important time of the day and ask parents who are considering withdrawing children from collective worship to discuss the matter first with the Headteacher.

Homework

All children have regular homework. We are aware that many children have activities that they attend outside of school, and so with this in mind the homework focuses on reading, spellings (spellingshed) and timetables (timetables Rockstars) so that it is manageable. The homework expectations are as follows:

Year 3 & 4	Year 5 & 6
3 x 20 min reading sessions – parents to sign in Reading diary	3 x 20 min reading sessions – parents to sign in Reading diary
10 minutes on Timetable Rockstars	15 minutes on Timetable Rockstars
5 games of spelling shed	5 games of spelling shed
Optional tasks	Additional Maths/SPAG SATS programs (Yr6)

Additional tasks may also be set from time to time and these will be posted on ClassDojo.

Pupil Voice & Involvement In School

School Ambassadors meet regularly, supervised by a member of staff. Ambassadors are elected for each class, by their peers, each term. Ambassadors meet to discuss and identify something that they would like to address; which may be a school issue or a wider global issue. In the past they have tackled waste, mental health and supporting work to reintroduce pine martins into the Lake District where the team raised money to install a camera to observe them.

Children are also encouraged to volunteer to be one of our Lunchtime Helpers, who help in the hall at lunchtime, supervised by our team of Midday Supervisors, or to be part of our Craze-It Crew, who help organise and supervise a particular 'Craze' play activity each week at lunchtime such as; Launch-It, Game It, Aim-It, Draw-It, and Skip-It. Children can also sign up to be one of our School Librarians who help organise the school library and help other children to find books and make reading recommendations.

Special Educational Needs

We are committed to a broad and balanced curriculum for all our pupils. We discuss any support plans with parents and provide regular feedback on progress. Your child's class teacher and SENCo (Mrs Pickering) will work closely with you as parents, to ensure that a manageable and achievable plan can be put in place for your child. External agencies may need to be consulted on some occasions, but only with prior consent from parents. The needs of your child will be clearly identified and outcomes and targets will be set and reviewed regularly with the child, parents and professionals (within school and from outside agencies).

Access

Children with a physical disability are fully supported in accessing all parts of the school. We have a ramp entrance to the school building which is all on one level making it accessible to wheelchair users.

Charging and Remissions Policy

We are committed to giving every child as many opportunities as possible. We have to charge for some of these e.g. residential visits, instrumental lessons, transport for various activities. The Governing Body have set general principles for the costs of such activities. These are that:

- Parents will be given clear information about the cost of visits in good time.
- The school will operate a savings system for any parent who requests it (for school trips and residential).
- Parents will be encouraged to discuss any difficulty in paying with the Head teacher, these discussions will be confidential.

Parents can request to see the full Charging & Remissions policy at any time and it is published on the school's website. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

Emergency arrangements

As some teaching staff do not live near school, it is possible that when road conditions are difficult or there are disruptions to public transport they may be unable to reach school on time. Announcements will be made on the school website: <https://www.stjamesjun.cumbria.sch.uk> and texts and emails will be sent.

You can also check Cumberland County Council website for school closures by visiting <https://www.cumberland.gov.uk/schools-and-education/school-closures>

Medicine in school

We keep a close eye on children with medical conditions requiring medication or specific routines. When your child starts school you will be asked to fill in various forms to ensure that we have all the information we need to support your child in school. Although we do the best we can, there is no comfortable and quiet place for children who are ill in school. Therefore if your child becomes ill, parents (or the nominated emergency contact) will be informed by telephone to make arrangements for the child to be collected from school by a responsible adult.

We will administer medications prescribed by a GP/hospital and over-the-counter medications where a special request is made, in line with Supporting Pupils with Medical Conditions policy. All medication must be in the original pack, with a pharmacy label with the child's details and dose information for prescribed medicines. A form must be completed with all of the relevant information relating to the medicines before they will be administered, please see the school office for a form if required. Children are expected to carry and be responsible for their own asthma inhalers and we will provide you with a form so that you can notify us that your child is carrying their own inhaler. Any other medication is stored securely in school. Please do not allow your child to bring any other medicine or medicinal products into school, even cough sweets or creams due to the potential for other children to have access. These products can be kept and accessed in the office and if they are medicines then this ensures we have the proper authorisation for children to take them, and helps keep everyone safe.

If an accident occurs in school that requires immediate medical attention, parents are contacted and the child is taken to the Accident and Emergency department of the West Cumberland Hospital.

Working with parents

Parental involvement

St James' Junior School is a very happy and friendly school. We aim to work in partnership with parents, carers and the local community to give children the best possible education. We take pride in the diversity of our school community and value the contributions made by all.

We work hard to develop links with parents and carers and we use the ClassDojo system for communication which allows parents to directly message school staff. We would always ask parents and carers to understand that school staff need their family and personal time outside school and to limit 'out of hours' messages and understand that messages will only be responded to during the school day. Parents are welcome to also call into school if they have a concern. The class teacher or Headteacher may be able to see you immediately or, because of teaching commitments, you may be asked to make an appointment.

For your reference, our website has curriculum information and we also produce a weekly newsletter to keep you informed about important information and events.

Plays and concerts

Parents are invited to events, such as the Christmas production, music concerts, Easter Fayre and end of year production. Parents are also very welcome at our popular annual sports day.

Parents evenings

We have two meetings a year for parents, in the autumn and spring terms where you are welcome to meet with your child's teacher, discuss your child's progress and view their work. In the summer a full report is sent out.

Voluntary helpers

Parents are key in enhancing our curriculum and what the school offers. Parents volunteer to help with reading, cookery classes, sports coaching, cycle training, and some after school clubs. All volunteers are DBS checked.

Contacting Parents

We contact parents by a variety of methods including letter, Class Dojo message, text and email and it is important that you keep contact details up to date. If any of your details change please contact the school office. Parents are able to make online payments through SchoolMoney, for dinner money, and other activities. You will receive details of how to register on SchoolMoney, early in the new term.

Please register as soon as you can so that you can begin to receive the weekly newsletter, emails and texts from the school and can have the facility to make secure, online payments.

A weekly newsletter is uploaded to the school website and sent out via email every Friday. Archived newsletters can be found on the school website in the parent section.

Policies

St James' Church of England Junior School

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Policies are also important to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

At St James' Church of England Junior School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can call the school office or visit the school website: www.stjamesjun.cumbria.sch.uk click on 'Policies'.





AUTUMN TERM 2025

STARTS ENDS

Wednesday Friday
3rd September 19th December

Number of school days in term – 73

HALF-TERM HOLIDAY

Monday 27th – Friday 31st October

SPRING TERM 2026

STARTS ENDS

Wednesday Friday
7th January 27th March

Number of school days in term – 53

HALF-TERM HOLIDAY

Monday 16th -Friday 20th February

SUMMER TERM 2026

STARTS ENDS

Monday Friday
13th April 17th July

Number of school days in term – 64

Good Friday – 3rd April

Easter Monday – 6th April

HALF-TERM HOLIDAY

Monday 25th – Friday 29th May
Early May Bank Holiday – 4th May





The children are afforded a wide variety of rich experiences and benefit from an abundance of curricular and extracurricular opportunities. Pupils are enabled to explore, grow and learn together, both in and out of school

**SIAMS Inspection
April 2023**

I was new to the school, but within 5 minutes I'd already met 20 friends. I'm very happy here because all of the teachers are nice and really help you
– Riven

Welcome to our school, I hope you have a great time here. The teachers teach great lessons that are really interesting and the food is lovely
– William





We are committed to safeguarding the privacy of our children and their families. The way St James' CofE Junior School holds and uses data complies with its obligations under General Data Protection Regulation which came into force on 25th May 2018. The information we gather during the filling in of this prospectus allows us to build a picture of each child's family background and any additional medical needs. This information, alongside parental consent, allows the school to support and safeguard your child effectively. The data we receive is stored securely through rigorous IT support, which is continually checked and maintained by a private IT consultancy.

Child's Surname:	Child's Forename:
Preferred Forename:	Middle Name:
Date of Birth:	Gender: M/F
Home Address:	
Postcode:	
Home Telephone no.:	
We are required to record the names and addresses of every person who has parental responsibility under the Children Act.	

Parent(s)/Legal Guardian with whom the child lives:	
Mother's Name: Mrs/Ms	Father's Name: Mr
Address:	Address:
Daytime contact no.:	Daytime contact no.:
Mobile no.:	Mobile no.:
Other contact nos.:	Other contact nos.:
Email:	Email:

Other people with parental/carer responsibility (those who do have permission to collect children from school on behalf of parents):	
Name:	Name:
Relationship to pupil:	Relationship to pupil:
Address:	Address:
Daytime contact no.:	Daytime contact no.:
Mobile no.:	Mobile no.:

If parent/s or guardian/s are not available, who else can we contact in an emergency (not authorised to collect children from school without permission)?	
Name:	Name:
Relationship to pupil:	Relationship to pupil:
Daytime contact no.:	Daytime contact no.:

Please give details of any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)	
Signature (Parent/Guardian):	
Date:	

Please remove this page and return to school (form 1 of 5)

Please tear here



If your child has a brother or sister already in this school, please give details below.

Name:

Name:

Name:

School Meals

Would you like your child to have school meals? Yes / No

Are you entitled to claim free school meals for your child? Yes / No

If you would like to claim free school meals, you can check the criteria and apply online at <https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-activities/free-school-meals-and-clothing-vouchers> or contact the school office for further information.

Dietary Needs/Requirements:

Please give us details of specific conditions requiring special treatment, e.g. food allergies, vegetarian, particularly fussy eaters etc.

Home Language:

Religion:

Ethnic Origin:

Born in the UK? Yes / No

Does your child speak any other languages, if so please state:

How does your child usually travel to and from school?

Car / Walks / Other (please state i.e. taxi, bus):

Any other information you wish to share:

Signature of Mother / Guardian:

Date:

Signature of Mother / Guardian:

Date:

2nd copies of correspondence required i.e. pupil reports:

Name:

Contact details:

You might be nervous when you start but that's okay. The teachers are very nice and help you when you are stuck. The best thing about the school is all of the friends you make
- Nathaniel

Section 2 - Medical Details
St James' Church of England Junior School



As part of our medical and first aid procedures would you please complete the following form and return it to school as soon as possible.

Child's Name:

Does your child wear glasses? YES NO

Does your child have any problems with hearing? Please give details below

Does your child suffer with Eczema? YES NO

Does your child suffer with Asthma? YES NO

Does your child carry their own inhaler? YES NO

Can your child self-administer their inhaler? YES NO

Type of Inhaler (name of medicine)

Dosage (number of puffs and frequency)

NB. Medicines must be in the original container as dispensed by the Pharmacy and labelled with child's name.

I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they bring with them every day

YES NO

In the event of an emergency do you give permission for your child to use the school's Salbutamol inhaler? (whether or not they have previously suffered from Asthma)

YES NO

Additional notes or emergency procedures

Does your child have any other allergies or sensitivities? e.g. bee stings, nuts etc. Please give details below:

Can we apply plasters to your child if necessary? YES NO

Are there any other medical conditions we should be aware of? e.g. travel sickness, nose bleeds. Please give details below.

Family Doctor:

Surgery Address:

Telephone Number:

If there are any changes in your child's medical conditions, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.

Signed:

Relationship to child:

Date:



Using the internet is part of everyday life and an important part of every child's education. We all do all we can to keep children safe in school by having a filtering system that restricts access to inappropriate material, and by teaching children how to use the internet responsibly and safely. It is impossible to block everything that may be unsuitable and so our focus is on helping children to understand the risks in being online and to become responsible users of technology. The report by Dr Tanya Bryon said that 'managed' systems were more effective than 'locked down' systems because they helped children become "savvy and risk aware digital citizens".

To work towards this, children are taught aspects of e-safety in all year groups. Part of this teaching is based around our rules for safe use of the internet. These are discussed with each class at the start of the year and displayed in each classroom. We also revisit them if necessary.

We want the children to know that school and home are working together so we ask you to discuss these rules with your children – you may want to adapt them for home.

We ask you to sign the E-Safety permission form after you have talked about the rules with your child.

If you have any concerns about your child using the internet at school or at home, we can provide you with further advice and information.

Rules for Responsible Use

The school has computers with internet access to help your learning. These rules will help you use the internet safely.

- I will only use Information and Communication Technologies (ICT) in school for school purposes.
- I will not give my username, passwords or QR Codes to anyone else but my parents.
- If I think someone has learned my password, then I will tell my teacher.
- I will only open/delete my own files.
- I will 'log out' of my accounts when I leave a computer/iPad.
- I will make sure that all contact with other children and adults is responsible, polite and sensible when using shared workspaces.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will press the home button/close the laptop screen and I will tell my teacher immediately.
- I will not give out or share my own/or others details such as name, phone number or home address.
- I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- I will support the school approach to online safety and deliberately upload or add any images, videos, sounds or text that could upset any member of the school community.
- I know that my use of the school ICT systems and email can be checked, and my parent contacted if a member of school staff is concerned about my safety.
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

I understand that I may not be allowed to use the internet in school if I break these rules.

Signed by Child:	Date: __ / __ / __
Name in block capitals	

In order for your child to use online platforms such as Spelling Shed and Timetable Rockstars, the platforms need your child's name in order to be able to associate work like their photos, videos or voice recordings with their account and save scores and progress. All the platforms we use are selected to ensure they only use this information to provide the service and don't advertise, create profiles of students, or share or sell your child's personal information or journal content. Detailed privacy policies and notices can be provided for each platform if required - please contact the office for more details.

I give consent for my child's name to be used on selected platforms for the purpose of school and homework.

Signed:	Date: __ / __ / __
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Child's Name:

Educational Visits

This consent will last for the entire time that your child is with us at this school, but we will always request specific consent for residential or adventurous visits.

I consent to my child taking part in school trips and other activities that take place off-site and have been assessed as low risk.

I understand that trips and activities covered by this consent will include;

- off-site curricular events both during and outside the normal school day
- adventure activities and team projects
- off-site sporting fixtures both during and outside the normal school day

I understand that:

- School will provide me with information about each trip or activity before it takes place.
- I can inform school that I do not want my child to take part in a particular trip/activity and I should do so in writing.
- I must ensure that I and my child understand and agree to abide by any trip Code-of-Conduct.
- I must keep school informed if any medical information I have provided becomes out-of-date or where religious beliefs may impact on any medical treatment my child may receive.
- I must keep school informed if any emergency contact information I have provided becomes out-of-date or does not apply to a particular trip and I must provide alternatives as necessary.
- All school activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).

I give permission for my child to be taken out of school as identified above:

Signed:

Date: ___ / ___ / ___

Photography

As a school we welcome the opportunities to celebrate our school and its pupils, and hope that you will too. There may be occasions when we will arrange photography for school purposes i.e. displays or to publish on the school's website etc. Photography, filming and recording will only occur with the permission of the Headteacher or Assistant Head(s).

Are you happy for any photograph taken in school / at school events to be published?

On the school website, Class Dojo or school publication? Yes / No

On the school Facebook page? Yes / No

In the media? (e.g. local newspaper) Yes / No

- We will only ever include first names with photographs.
- Unfortunately we do not allow parents to take their own photos at school events.
- If you wish to withdraw photo consent at anytime you should contact the school office.
- Photos from the school Class Dojo should only be downloaded for personal use and should not be shared on social media. Photos shared by the school on the website and Facebook, can be shared responsibly, but we ask parents to be mindful of the implications of widespread sharing of images of children.
- Material should never be posted online in connection to the school which could be deemed to threaten or offend, including extremist or radical views.

Signed:

Date: ___ / ___ / ___

Sun Protection

We recommend that children wear all-day sun cream which should be applied before your child comes to school. A sun hat/cap is advisable in the summer term.

If you wish for your child to bring sun cream with them in their bag please complete the following.

I give permission for my child to apply his/her own sun cream (container MUST be labelled with their name and they will be responsible for their own cream and not share it with other children).

Signed:

Date: ___ / ___ / ___



There
is a great deal
of happiness, kindness,
friendliness, excitement
and joy in school
SIAMS Inspection
April 2023



**'My child is thriving
in this school. My child has
faced a number of
personal obstacles and the
school have been nothing
but supportive. 100%
recommendation for St James'**
**Parental Survey,
Ofsted Inspection Apr 2022**



Child's Name:

Class:

Headteacher's Welcome

At St James' C of E Junior School we pride ourselves on creating a nurturing atmosphere, where our children are given varied opportunities to grow as a whole person. Believing in the unique individuality of every child, we endeavour to provide each child with the knowledge and skills to confidently work towards their full potential.

Although children's academic success is very important to us, we firmly believe in developing the whole child and provide opportunities for each and every pupil to shine. Learning is memorable at St James; a relentless focus on the learner helps our skilled staff plan diverse and rich activities that engage children in a way that makes learning stick. We aim to provide a strong foundation for every child's future, equipping them with a range of transferable skills and a life-long love of learning.



The Child

Our children follow 'The St James' Way'. This is an approach designed by the children but followed by both students and staff together. Our mantra of 'Be Kind, Be Respectful, and Give Your All' is clear in every lesson and every interaction.

We value the importance of developing our spiritual, moral, social and cultural understandings and our children here are a delight to work with. We work closely with our local parish in developing our values of friendship, peace, forgiveness, thankfulness, compassion and endurance. I agree to follow the 'St James' Way'

Signed:

Date: ___ / ___ / ___

The School

As a school, the expectation for staff is also to follow 'The St James' Way' in which we are kind, respectful to one another and give our all, to provide the very best education. In addition:

- We will treat children fairly and encourage children to develop positive relationships.
- We will encourage children to follow the school rules and provide a safe, secure and stimulating learning environment.
- We will provide a broad balanced and exciting curriculum tailored to the needs of our pupils.
- We will keep you regularly informed of your child's progress.
- We will let you know of any concerns that we have.
- We will welcome you into school to celebrate your child's achievements.
- We will provide a full written report annually and a face to face parents evening in the Autumn and Spring terms.
- We will allow parents of current pupils an implied license to enter school premises.

Signed: *A. Beattie*

Parent/Carer

- I will be respectful to other adults and children and will not discuss other people's children on social networking sites.
- I will encourage my child to follow the school rules and be supportive of school policies; particularly in relation to behaviour.
- I will make sure that my child attends school regularly, arriving and learning on time and will follow the school attendance policy, including the dropping off and picking up procedure.
- I will encourage them to do their homework.
- I will take an interest in my child's learning by attending open evenings and other school events.
- I will support the school where possible with trips, workshop and fund raising activities.
- I will let the school know of any problems which may affect my child's health, work or behaviour.

Signed:

Date: ___ / ___ / ___



Being at St James' feels like being in a family. We all follow the St James' Way together and that means we all care for and respect each other. I have loved doing the Christmas plays and last year got to play a king
- Modana

After 4 years here, I will leave with lots of memories. I have loved having fun with my friends taking part in the great residential. I have also really enjoyed the drama and sporting clubs that happen after school
- Morgan