



Crigglestone St James CE Primary Academy

The Knowledge Handbook

Key Information & Handbook for Parents
2025 - 2026



A message from the Headteacher:



To our families returning to us, and to those who are just joining us, I would like to welcome you to our wonderful school. I am proud to be the Headteacher of Crigglestone St James, where you will find a dedicated and highly skilled team of people who work together in the best interests of our children. We are warm and welcoming and always have the children at the heart.

Our key Christian values are embedded into every aspect of school life to demonstrate the importance of serving others and to ensure our children are ready for their future in the wider world. We have a strong community spirit and believe working together with parents, families and the wider community is key to providing the best for our children. In partnership, we want our children to develop enquiring minds, the ability to think independently and widen their skillset in a safe environment which will equip them to face the challenges life throws at them.

As a Church of England school, we strive to prepare our children socially, morally, spiritually and academically so they are ready for the future and we lead by example. Every member of the St James team shows drive and determination to create innovative, engaging opportunities for our children to learn and grow. Our curriculum encourages children to lead their own learning, question beliefs and ideologies as well as challenge their own thinking, building their confidence to enter the ever-changing world they move into.

At St James, we continuously strive to develop further to improve the learning experience of our children. Every decision we take and new approach we try is taken with care, with the children at the centre. We will make mistakes but we will show how we learn and grow from them to develop further.

Ultimately, we all want the best for our children. We want to see each child achieving their potential academically but also with the social skills needed to ensure that knowledge is guided by a strong spiritual and moral conscience, supporting children to be ready for their futures

Miss Beverley Minor
Headteacher

OUR VISION

‘Ready for the Future’

We provide a happy and safe environment where everyone is valued and cared for. Guided by the parable of the Good Samaritan, we live out our Christian values:

- **Kindness**
- **Responsibility**
- **Forgiveness**
- **Service**
- **Respect**
- **Perseverance**



Staffing

Headteacher: Miss B Minor (Safeguarding Lead)

Deputy Headteacher: Mrs R Dent (Deputy Safeguard Lead)

Assistant Headteacher: Mrs E Armitage (Deputy Safeguard Lead)

Phase Leaders:

Early Years Leader: Mrs F Anderson

KSI: Mrs E Armitage

LKS2: Mrs Joyce

UKS2: Miss England

Reception Class Teachers: Mrs F Anderson, Miss J Ingham and Mrs C Ockerby

Year 1 Class Teacher: Mrs A Haigh

Year 1/2 Class Teacher: Mrs E Armitage and Mrs K Hashmi

Year 2 Class Teacher: Mr R Hall

Year 3 Class Teacher: Miss G Willis

Year 3/4 Class Teacher: Mrs C Joyce and Miss S Howgate

Year 4 Class Teacher: Mr D Brooke-Mawson

Year 5 Class Teacher: Miss B Alexander

Year 5/6 Class Teacher: Mrs E Carlton-Walker

Year 6 Class Teacher: Miss G England

SENDCo: Mrs J Butterworth (Deputy Safeguarding Lead)

Learning Mentor: Mrs H Lloyd (Deputy Safeguarding Lead, HLTA)

Education Support Assistants

Miss S Akhtar

Mrs C Alexander (HLTA)

Mrs M Bramald

Mrs T Critchlow

Miss A Hulme (HLTA)

Mrs C Parsons (HLTA)

Mrs A Paton

Mrs F Shaw (HLTA)

Mrs E Tomlinson-Drewell

Mrs F Walsh

Mrs D Harding

Lunchtime Supervisory Assistants

Mrs D Ely

Mrs M Belk

Mrs B Woodward

Administration Team

Office Manager: Miss E Crowther

School Business Manager: Ms L Hulme

Administration & Finance Assistant: Mrs H Varley

Caretaker: Mr J Shaw

Governors

Mrs C Holding

Ms S Lodge

Miss B Minor

Mrs E Armitage

Mrs V Callaghan

Mr S Bluff

Mr A Hall

Chair of Governors, Chair of Standards

Vice-Chair of Governors, Chair of Resources

Headteacher



Mr G Durrans
Mr J Davison

Contacts

Address & Registered Office: Crigglestone St James CE Primary Academy, St James Way, Crigglestone, Wakefield, WF4 3HY
Website: www.stjamesacademy.co.uk
Phone No: 01924 251048

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For general notices or messages for teachers/phase leaders or finance related matters please use:
admin@stjamesacademy.co.uk (Miss Crowther/Miss Battye/Ms Hulme)

For all safeguarding and health and safety related issues please use:
safeguarding@stjamesacademy.co.uk (Miss Minor)

For all special educational needs related issues please use:
senco@stjamesacademy.co.uk (Mrs Butterworth)

For all academic questions and teaching/learning related questions or to simply offer feedback about something or raise a concern then please use:
assistanthead@stjamesacademy.co.uk (Mrs E Armitage)
deputyhead@stjamesacademy.co.uk (Mrs Dent)

These will be your first points of contact for all correspondence. The Headteacher will only become involved if required beyond this. Anything sent directly to the Headteacher will be filtered to the appropriate leaders and they will respond accordingly. It is still advisable when wishing to discuss issues relating to your child that you contact the class teacher first in person or via phone (by calling the school office) in the first instance, if this is not possible then contact the Phase Leader in person or via phone, then an email to assistanthead@stjamesacademy.co.uk will allow us to alert the appropriate teacher. Emails sent directly to individual staff emails will not be responded to. It is imperative that the correct lines of communication are used.

The model for communication is:

LEVEL 1: CLASS TEACHER OR ADMINISTRATION & FINANCE TEAM
LEVEL 2: PHASE LEADER
LEVEL 3: ASSISTANT HEADTEACHER
LEVEL 4: DEPUTY HEADTEACHER
LEVEL 5: HEADTEACHER
LEVEL 6: GOVERNING BODY

Should this not be followed then the relevant leader will filter the communication to the appropriate member of staff. They will then only become involved if a satisfactory outcome is not reached.

* We use Parent Mail as a key method of communication between ourselves and families. This includes the facility to send text messages for key information. We **strongly recommend** that families sign up to this system. Paper communication will continue at all times for those without Parent Mail and for all families when communication requires it.

Diary of key events:

Wk	Date	AUTUMN 1 2025
1	Sept 1	INSET DAY – School closed to children
	Sept 2	School opens to all children
	Sept 3	
	Sept 4	



	Sept 5	
2	Sept 8	
	Sept 9	
	Sept 10	School Council Elections Complete – secret ballot (Democracy)
	Sept 11	5:00 – 6:00 – I can Help: RWI (phonics)
	Sept 12	Reading books, spellings and homework out
3	Sept 15	
	Sept 16	
	Sept 17	
	Sept 18	
	Sept 19	
4	Sept 22	
	Sept 23	
	Sept 24	
	Sept 25	
	Sept 15	
5	Sept 29	National Poetry Week
	Sept 30	Conrad Burdekin (poet) in all day to deliver workshops to all classes
	Oct 1	
	Oct 2	National Poetry Week- afternoon performance
	Oct 3	
6	Oct 6	
	Oct 7	
	Oct 8	
	Oct 9	
	Oct 10	Mental Health Day - Focus activity – wear something yellow – share with BM for newsletter
7	Oct 13	
	Oct 14	
	Oct 15	
	Oct 16	
	Oct 17	
8	Oct 20	Attendance Hotspot week.
	Oct 21	Harvest Festival at Church
		9am set off: EYFS/KS1 13.20 set off: KS2
	Oct 22	Me-Safety day 3.20 – 9.00 PARENTS EVENING
	Oct 23	
	Oct 24	Nasal Spray (School Immunisation Team) – in the afternoon
MONDAY 27 TH OCTOBER – FRIDAY 31 ST OCTOBER		HALF TERM

Focus weeks or days:**Autumn weeks 1 and 2 (whole school) – New Christian Values**

New Christian Values to be introduced to the whole school. Children to do work on the values, understanding what they are and what they mean.

Autumn week 5: - Poetry week(Whole school)

Children to learn poems. Each class to learn a poem to perform to the whole school in an assembly.

Autumn week 6: Mental Health day (Whole school)

Children to wear something yellow to highlight the day.

Autumn week 8: Me-Safety Day (whole school)



Wk	Date	AUTUMN 2 2025
9	Nov 3	Attendance Hotspot week 2
		9 – 4: Year 4 trip to Murton Park
	Nov 4	9 – 4: Year 3 trip to Murton Park
		Reading PJ day: EYFS 2:45 – 3:10
	Nov 5	
	Nov 6	Individual & sibling photographs UKS2: Sharing values: 2:45 – 3:10
		4:30 – Parent session – those looking to start EYFS in September 2026
10	Nov 7	
	Nov 10	Anti Bullying Week (Odd Socks Day)
	Nov 11	
	Nov 12	
	Nov 13	
	Nov 14	Children In Need 2025/2026
11	Nov 17	
	Nov 18	
	Nov 19	
	Nov 20	
	Nov 21	Religion and World Views Day Bring a gift to school day for the Christmas Fayre. Non-uniform day.
12	Nov 24	
	Nov 25	
	Nov 26	Reading PJ day: LKS2 2:45 – 3:10
	Nov 27	
	Nov 28	INSET DAY
13	Dec 1	Curriculum open afternoon: UKS2, 2:45 – 3:10
	Dec 2	
	Dec 3	2.00: EYFS CHRISTMAS PERFORMANCE FOR PARENTS
	Dec 4	6pm – Cinderella @ Wakefield Theatre
	Dec 5	
14	Dec 8	
	Dec 9	2.00: KS1 CHRISTMAS PERFORMANCE FOR PARENTS
	Dec 10	2.00: KS1 CHRISTMAS PERFORMANCE FOR PARENTS
	Dec 11	Christmas jumper day 4:00: KS1 CHRISTMAS PERFORMANCE
	Dec 12	
15	Dec 15	LKS2 Class party
	Dec 16	Christmas Service at Church 9.00am set off EYFS/KS1 13.20pm set off KS2 Christmas Service @ Church
	Dec 17	EYFS: Leeds to see Stickman
	Dec 18	KS1 Class party, Reception Class party
	Dec 19	UKS2 Class party
		MONDAY 22 ND DECEMBER – SUNDAY 4 TH JANUARY CHRISTMAS HOLIDAYS

Focus weeks or days:

Autumn week 9: Reading PJ day: EYFS. Parent come into school from 2:45 – 3:10

Autumn week 9: UKS2 sharing work they have completed on new school values. Parent come into school from 2:45 – 3:10

Autumn week 10: Anti-Bullying week - Odd Socks day (Whole school)

Autumn week 10: Children in Need (Whole School)

Autumn week 11: Religion and World Views Focus day (whole school)

Autumn week 12: Reading PJ day: LKS2. Parent come into school from 2:45 – 3:10

Autumn week 13: Christingle (Whole School)

**Autumn 2 week 13: Curriculum open afternoon: UKS2. Parents come into school from 2:45 – 3:10**

Wk	Date	SPRING 1 2026
1	Jan 5	
	Jan 6	
	Jan 7	
	Jan 8	
	Jan 9	
2	Jan 12	
	Jan 13	
	Jan 14	
	Jan 15	
	Jan 16	
3	Jan 19	
	Jan 20	KS1 trip to Thackary Museum – Y1
	Jan 21	KS1 trip to Thackary Museum – Y2
	Jan 22	Reading PJ day: UKS2 2:45 – 3:10
	Jan 23	
4	Jan 26	
	Jan 27	
	Jan 28	3:30 – 6:00pm PARENTS EVENING
	Jan 29	3:30 – 6:00pm PARENTS EVENING
	Jan 30	
5	Feb 2	
	Feb 3	Reading PJ day: KS1 2:45 – 3:10
	Feb 4	
	Feb 5	
	Feb 6	
6	Feb 9	Attendance Hotspot week Children's Mental Health week
	Feb 10	
	Feb 11	Me -Safety Day Curriculum open afternoon: LKS2, 2:45 – 3:10
	Feb 12	
	Feb 13	
MONDAY 17 TH FEBRUARY – FRIDAY 21 ST FEBRUARY		HALF TERM

Focus weeks or days:

Spring 1 week 3: Reading PJ day: UKS2. Parent come into school from 2:45 – 3:10

Spring 1 week 5: Reading PJ day: KS1. Parent come into school from 2:45 – 3:10

Spring 1 week 6: Children's Mental Health week Place 2 Be

Spring 1 week 6: Me-Safety Day (whole school)

Spring 1 week 6: Curriculum open afternoon: LKS2. Parents come into school from 2:45 – 3:10

Wk	Date	SPRING 2 2026
7	Feb 23	Attendance Hot Spot week 2
	Feb 24	
	Feb 25	
	Feb 26	
	Feb 27	
	Mar 2	



8	Mar 3	
	Mar 4	Curriculum open afternoon: KS1, 2:45 – 3:10
	Mar 5	WORLD BOOK DAY 2025
	Mar 6	
9	Mar 9	
	Mar 10	
	Mar 11	
	Mar 12	
	Mar 13	
10	Mar 16	
	Mar 17	Curriculum open afternoon: EYFS, 2:45 – 3:10
	Mar 18	
	Mar 19	
	Mar 20	Comic Relief – focus worship and then activity – share with BM for newsletter.
11	Mar 23	
	Mar 24	Easter Service at Church 9.00am set off EYFS/KS1 13.20pm set off KS2
	Mar 25	
	Mar 26	
	Mar 27	
MONDAY 30 TH MARCH –FRIDAY 10 TH APRIL EASTER HOLIDAYS		

Focus weeks or days:

Spring 1, week 8: Curriculum open afternoon – KS1, Parents come into school at 2:45 – 3:10

Spring week 8: World Book Day (Whole School)

Children will take part in lots of activities to celebrate and enjoy reading.

Spring week 10: Comic relief (whole school)

Children to wear non uniform.

Spring 1, week 10: Curriculum open afternoon – EYFS, Parents come into school at 2:45 – 3:10

Wk	Date	SUMMER 1 2026
1	Apr 13	
	Apr 14	
	Apr 15	
	Apr 16	
	Apr 17	
2	Apr 20	
	Apr 21	
	Apr 22	
	Apr 23	
	Apr 24	
3	Apr 27	
	Apr 28	
	Apr 29	
	May 30	
	May 1	
4	May 4	BANK HOLIDAY
	May 5	
	May 6	
	May 7	INSET – POLLING DAY



	May 8	
5	May 11	KS2 SATS WEEK
	May 12	
	May 13	
	May 14	END OF KS2 SATS
	May 15	
	May 15	
6	May 18	Attendance Hot Spot Week 1
	May 19	
	May 20	9:00 – Class photographs
	May 21	
	May 22	
	May 22	
MONDAY 25 TH MAY – SUNDAY 31 ST MAY HALF TERM		

Wk	Date	SUMMER 2 2026
7	Jun 1	Attendance Hot Spot Week
	Jun 2	
	Jun 3	
	Jun 4	
	Jun 5	
	Jun 5	
8	Jun 8	
	Jun 9	
	Jun 10	
	Jun 11	
	Jun 12	
	Jun 12	
9	Jun 15	
	Jun 16	
	Jun 17	
	Jun 18	
	Jun 19	
	Jun 19	
10	Jun 22	
	Jun 23	
	Jun 24	
	June 25	
	June 26	INSET DAY: SCHOOL CLOSED
	June 26	
11	June 29	
	June 30	
	July 1	
	July 2	Visits for new Reception children Year 6 Kettlethorpe Induction CHANGEOVER DAY
	July 3	Religion and world Views Day
	July 3	
12	July 6	
	July 7	
	July 8	
	July 9	
	July 10	
	July 10	
13	July 13	
	July 14	
	July 15	
	July 16	
	July 17	School closes to all children for the summer holidays
	July 17	
14	July 21	INSET DAY: SCHOOL CLOSED
SCHOOL CLOSES FOR SUMMER Friday 17 th July at 3:20pm		

Focus weeks or days:

Summer week 11 – Religion and World Views Day (whole school)



The calendar will be updated throughout the year with additional dates and events. The dates will be sent out to you via Parentmail and the Knowledge Handbook will be updated and added to the school website.

The handbook is written in alphabetical order from here onwards with sections at the back for the reward and consequence systems, the academy charter and the PE timetable.

Attendance & Lateness

****Please read the Attendance & Punctuality Policy to accompany this. It contains important messages.****

Each week, whole classes, who have attendance of 97.3% or more, receive a sticker to add to our attendance graph and the class with the top attendance receives our 'Attendance Owl'. If a class has 100% attendance for a full week, they will receive a non-uniform day the following week, on the allocated day. 100% certificates are given to those children achieving this for a full academic year.

We have focus weeks in school, the week before and after a half term. These are **attendance Hot Spot Weeks**. Children who have 100% attendance during both weeks have their names put into a prize draw. There are 4 prize draws: Reception, KSI, LKS2, UKS2. A child's name is selected randomly in the worship held at the end of the second hotspot week and children receive a prize.

School gates are open from 8:40 – 8:50am, this is when registration is taken. Any arrival after 8:50am will result in a late mark on the register. If a child arrives after 9:20am, it is classed as an unauthorised lateness (unless school has been notified of the reason for lateness). **Children must use the main entrance after 8:50am, and record their arrival with a reason given by a parent or an appropriate adult at that time. Children must be accompanied into school after 8:50am by the adult responsible for them.**

Holidays in term time will not be authorised unless in exceptional circumstances. Such requests need to be made using the holiday request form, which can be obtained from the school office. These need to be sent back to school with a supporting letter for the attention of the **Headteacher** or **Learning Mentor**. The requests will be discussed in the Standards committees and outcomes of requests will then be relayed to the families at the earliest opportunity. Timing requests well in advance of any holiday is advised. Fines will be issued for children who have missed 5 or more days of absence due to holidays in term time. For more details, please see the Attendance & Punctuality Policy. Please note that the Government have updated rules and procedures regarding children missing time off school and the issue of penalty notices (fines). The new rules came into effect on 19th August 2024. Please see the school website for more information.

Classes

In Reception and Year 1, children are placed in classes based on their date of birth. This will roll through school each year, with each new year group being allocated classes based on their age.

In Year 2 up to Year 6, senior leaders and class teachers will make a measured call on the placing of children within classes. Decisions will be based on the child's readiness for their future and they will be placed in the most appropriate class for their readiness and needs. We are happy to discuss class decisions, talk about our rationale and listen to viewpoints from families, but senior leaders will ultimately have the final decision over classes for children should there be a disagreement.

Communication

We want to ensure that there is good communication between school and home, as it will support all children. We have a Communication Policy that parents should follow, which clearly states how parents can contact school. This can be found on the school website in the Policies section: <https://www.stjamesacademy.co.uk/page/policies/123760>

Drop off and pick up: There are always a number of adults outside to greet children on a morning. And at least one member of SLT is always present and available outside at the start and end of each day. Parents can speak with any staff member when dropping children off and collecting them at the end of the day, passing messages on for class teachers.

Parents can also contact the school Office staff, who will pass messages on to the appropriate staff member. Class teachers will contact parents in their non-teaching time, typically, at the end of the school day.

Learning

We know that our families want to support children at home with their learning. We keep you up to date with your children's learning in a variety of ways:

- **Website:** On the class pages of the school website you will see the themes and topic areas that children will learn each half term, for the full year.



- **Curriculum overviews:** At the end of each half term, you will receive a curriculum overview via Parentmail. This shows what children will be learning the following half term and provides a brief overview for all subject areas. This will also be added to the Class Page on the school website.
- **I can Help:** These are sessions aimed at parents. They give information and the rationale on how we teach core subjects. You will be shown methods that we use for phonics, reading, writing and maths, so that you can then use these methods with your children at home. There is an after-school meeting for each core subject, led by the subject leader. These are held in Autumn term and will be added to the school diary. Dates will be shared in advance.
- **Parents Evening:** There are 2 parents evenings over the year. One is held at the end of the first half term in Autumn (usually in October). This is so that you can meet your child's class teacher and they will share how your child has settled into their new class. The second is held in the middle of Spring term. Teacher's will discuss your child's progress and any areas to focus on.

Parents Evening is also used to share further information with parents, for example, about how to stay safe online, or about any statutory assessments. SLT are always available for parents to speak with on Parents Evening.

Reports: You will receive an end of year report in July, with comments about how your child has achieved throughout the year. You will also receive a summary report at the second parents evening and a further summary report in the first half of the summer term. If you have any worries or concerns, you can discuss them with your child's class teacher.

We actively encourage our families to share any worries, concerns or queries that you have with us quickly, so that we can answer them and support you and your children in a timely manner.

Drop Off and Pick Up Arrangements

Reception

We would like parents to drop the children off at the reception gate (Gate 1) by 8:50am and say their goodbyes there. If parents have any questions or queries, please pass them onto the member of staff at the gate and if they are unable to answer the questions, they will pass it onto the class teacher who will be in touch at the first opportunity. Reception finishes at 3:20pm, which is when Gate 1 will be opened. Parents will be able to chat with reception staff at the entrance each day.

Children in KS1 and KS2:

Drop off: Gates 1 and 2. Gates are open 8:40 – 8:50.

Parents can come into school through Gates 1 and 2. We encourage parents to come into the school grounds to drop children off. This avoids congestion at the gates and also means parents are able to pass messages onto adults more easily. Children walk to their classrooms / KS2 cloakroom themselves. There are always members of staff and at least 1 member of SLT available in a morning to offer help to children or parents and to take/pass on any messages.

Pick up:

The school day **ends at 3:20pm**. Each class has an area where parents can stand to pick up their children. If you would like to speak with the class teacher at the end of the day, wait until the class teacher has released all their children to parents before approaching them, so that teachers know children have been passed safely back to their families.





If your child rides a bike or a scooter to or from school and it needs to be left on school property during the day, it **must be secured** to one of the green, metal posts for children's safety and to keep the bike/scooter secure. Children **must wear helmets** if they are riding a bike or scooter from school. School holds no responsibility for any damage or theft of the bikes/scooters.

We ask that any dogs are kept off school grounds. If you are dropping off/picking up children, please stand outside the gates with dogs. Some of our children are frightened of dogs, keeping them off school grounds will support all children.

Electronic Devices, including location trackers (airtags)

Children should not bring electronic devices to school with them. This includes ipads, tablets, airtags and other forms of electronic devices (e.g. Smartwatches). If staff find a child with an electronic device, it will be taken from them, turned off where possible (if it is on) and will be kept in a safe place in school and returned to the parent at the end of the day.

Location trackers (airtags)

Location trackers, or airtags are small, remote tracking devices which are often used to keep track of the location of luggage and personal items such as keys and wallets. Some other devices, such as watches and smartphones, may also offer this functionality. Although often not designed for this purpose, tracking devices are sometimes used by parents and carers to track their child's location.

We understand that location trackers such as AirTags can provide reassurance to parents and carers, particularly those whose children walk to and from school or who are going on a school trip. However, we're concerned about:

- **Unauthorised tracking:** where a pupil is tracked without their knowledge, or by a person who has no legal access to them. Trackers can also indicate the location of anyone travelling with the pupil who has not consented to be tracked in this way;
- **Unwanted or unauthorised contact:** trackers can increase the risk that pupils will have unwanted or unauthorised contact. When an AirTag is in close proximity to an Apple device (e.g. an iphone) for a period of time, it notifies Apple device owners of its presence even if the AirTag is not connected to those people. Those people can then attempt to locate the AirTag (including by making it emit a noise) and in some cases disable it;



- Additional functions: alarms, two-way communication, remote listening capability and other functions that some trackers provide can be disruptive and raise data protection and legal concerns;
- Causing unnecessary worry: disruptions to expected location data – due to unavoidable changes of route or plan (e.g. on a school trip), or to device loss or malfunction – can cause anxiety to both parents/carers and to pupils
- Forbidden by Apple's terms of use: Apple's terms of use forbid the use of airtags for the tracking of people.

For these reasons, we do not allow location tracking devices on school grounds, on school trips or at off-site events. If we find a child has an airtag, it will be confiscated and returned to the parent at the end of the day.

School takes no responsibility for any loss or damage that may occur to any electronic devices when in school. Please note: we cannot be held responsible for any loss, damages or misuse that occur when the children are off-site before and after the school day.

For information about mobile phones, see the section 'Mobile Phones' below.

Emergency Closure

In the event of an emergency closure, please do not ring the school. We will inform you by an email, a text and putting a message on our school website. We will put a message onto our answer machine.

Entrance to the Academy Protocols

All visitors must provide identification before we will allow them access to the building - if required. All visitors must sign in and wear an appropriately coloured visitor lanyard and keep this visible at all times. **We reserve the right to refuse access beyond the main entrance gates and/or doors should we feel this appropriate for any reason.** All members of staff will be expected to wear their blue lanyard at all times.

External Meetings

If you wish, or require, an external meeting to be held in school or an external professional to meet with a child or member of staff, it is necessary to contact ourselves to liaise politely on a mutual date and time. We will endeavour to agree to any requests, but cannot guarantee this. Should we be given no notice or feel that a request has not been appropriately made then we reserve the right to refuse permission for the meeting/appointment to take place.

Extra-Curricular Clubs

A range of extra-curricular clubs will be available throughout 2025-26. Once finalised, the offer for clubs will be sent out via Parentmail and posted on the website. Individual letters will also be sent out by the club leaders at the relevant times – these will give the final club arrangements and finish times.

The offer of clubs will be sent to your ParentMail account on a half termly/ termly basis. A handful of clubs that are on offer will be presented as a form which will include details of the activity. A payment item will be available via the shop section of your ParentMail account for clubs that have unlimited spacing. You will be notified by email on both instances to confirm your child's attendance at chosen clubs.

Homework

Homework focuses on spellings, times tables and Reading. TT Rockstars and MyMaths will be used for times tables homework. Other apps/websites may also be used. Children will be given TT Rockstars / MyMaths log-ins to access homework. The first spellings will be given out on Friday 12th September. The children's **spelling books (small beige/grey books)** will be sent home every **Friday** and expected back to school the following Friday, so children can practise spellings at home before being tested on them in school the following week. Children will come home with an age-related reading book. Children should read this book to an adult at home. When you have heard your child read, you should log this in your child's reading record book. Children will also come home with a book that they have chosen from the school library. This is a book that your child has chosen and is to support reading for pleasure. Children may need help to read this book, or an adult may need to read it to them. Children will not be given any homework for over the school holidays.

On the final day of the academic year, children's workbooks (in all areas) will go home to families, unless any subjects are required by school.

House System

There are four 'houses' named after people we believe embody the values of 'the Good Samaritan'. Your child will be allocated a house upon entry to St James and will remain in that house whilst they are a pupil here. There are many events and reward systems that operate within the house system.

Marcus Rashford – Red

Greta Thunberg – Green

Captain Tom Moore – Blue



Kevin Sinfield – Yellow

Illness (Including Bumped Heads)

An incident report will be sent out with your child in **paper format** if your child has received a **minor injury** during school time to make you aware of this. As a first point of contact, we will use the immediate next of kin then work down the emergency contact list that has been provided by yourself. **If your details/circumstances change, including contact details, the main office must be contacted as soon as possible.** In the case of splinters/spells that **cannot** be removed, it is policy for the office to contact families to ask them to come into school as soon as possible to make an assessment. Families can then assess the next step required.

Lunchtimes

12:00pm– Reception
 12:15pm – Class 1 and Class 1/2
 12:25pm – Class 2
 12:30pm – Class 3 & Class 3/4
 12:35pm – Class 4 & Class 5
 12:45pm – Class 5/6 & Class 6

On their leadership duty days, Ambassadors, Prefects, Sports Leaders and Foundation Friends will take lunch as soon as possible. Football Referees will go for lunch at the same time as the children they are delivering a session to.

All children in Foundation Stage and KS1 are offered free school meals. All children may bring water into school. Water is encouraged, over juice, as it is healthier. A plastic bottle or carton of juice (not fizzy) for lunch is allowed, if needed, but we do stress that we encourage children to drink water. Water is provided in the dining hall and in classrooms.

Dolce are our caterers and use a computerised system, you can order and pay for meals on School Grid. The system allows children to choose their meal at home with their parents and lock it in. Alternatively, the children can pick their dinner at school on a morning when they arrive. There is a choice of 4 lunch options each day, including a vegetarian and jacket potato option. The menu changes on a termly basis; the current menu is available to view on the website. Card payments can be made directly to Dolce/School Grid; alternatively direct debits can be set up using your parent login. The school governors have formed a working group who undertake regular reviews of the school menu and the school lunch experience. They report back to governors at subsequent meetings.

If children are bringing packed lunches, please see our 'Packed Lunch Policy' on our website for information about what they are allowed to bring in: <https://www.stjamesacademy.co.uk/page/policies/123760> Please be aware that **we are a 'nut free' school** because of the dangers this can cause to other children's health.

Medicines & Medical Information

Any medication needs to be prescribed by a doctor and a form filled in with the main office advising when/how the medicine should be administered. This includes antihistamines. All allergy sufferers need to be highlighted with the office staff. If severe, a care plan will be created with parents and the academy. Parents can include any specific information that the academy may need to follow, as advised by the child's health care professionals/consultants. Children should not be given 'over the counter' health products to self-administer: staff reserve the right to refuse children permission to use these should this be the case. Parents/carers should visit the school office should they wish to make such a request. It is the responsibility of parents/carers to ensure that inhalers and epipens remain in date and in school.

Mobile Phones

As an academy, we do not encourage/want children to bring mobile phones to school, but understand that as a way of contacting children walking to and from school you may wish them to do so. If mobile phones are brought onto the premises by any pupil, they must be switched off upon entry through the school gates and given to class teachers to keep until the end of the day. They must not be switched back on until the child has left the premises. School takes no responsibility for any loss or damage that may occur to phones when in school. Please note: we cannot be held responsible for any loss, damages or misuse that occur when the children are off-site before and after the school day. Should staff have concerns about its safe use, we reserve the right to confiscate the phone and this must then be collected by parents/carers. Clearly, the use of phones links closely with our ban on filming and photography – please see that section for more details.

Music Lessons

Music instrument lessons are available to children from year 4 upwards in the first instance, on an annual basis and are limited in number (children from year 3 may have the opportunity depending upon the number of places taken – this is at the call of the relevant external peripatetic music teacher). Recruitment for new musicians usually takes place from late Summer Term until early Autumn Term each year. This is undertaken by the peripatetic teachers whose hours are purchased from Wakefield Music Services according to demand and up to limits on their timetable. Decisions about suitability for instruments and lessons are made solely by the music teachers – who do



not work for the academy. The range of instruments on offer will depend upon the availability of appropriate music teachers. There are fees for music lessons and payments must be maintained in order for the music lessons to continue.

Parent Partnership

The Parent Partnership came back to us in September 2022 and is led by parents and by the school Office team. Together, they have worked hard, with parents volunteering their time to organise several events and activities to help raise funds for school. Money raised has gone towards the purchasing of resources for school, including books for the school library and classrooms and has also contributed towards the cost of school trips. If you would like to volunteer, please contact school.

Payments

We operate a cashless system. **This means, that apart from small donations or sales of one-off items, we do not accept cash or cheque payments. All communications and payments (except payment for school lunches – this will need to be paid directly to our school caterers, Dolce/School Grid) will be made via ParentMail - an online payment service which allows you to pay for school items on your smartphone, tablet or computer.** We also use ParentMail to send home letters, forms and permissions slips, all of which you'll be able to respond to electronically.

If you haven't already, please ensure you have signed up to ParentMail. Forms for you to complete with contact details to receive all correspondence relating to school (more than one email address can be provided) can be obtained from the school office. If you have any issues or queries with the process, please contact the school office or email: admin@stjamescademy.co.uk.

Phonics

Read, Write, Inc is used in Reception and Year 1. It continues into Year 2 in order to ensure children can decode confidently and to support their fluency before moving on to more comprehension based reading. Additional provision is in place for those children that still require a structured phonics programme but are beyond Year 2. Children are placed into ability matched groups during RWI and we may move children beyond their natural year groups to facilitate this.

Playground Rules – Before and After School

We encourage parents to come into the school grounds to drop children off. This avoids congestion at the gates and also means parents are able to pass messages onto adults more easily. Children will walk themselves to their cloakrooms. There are always adults out in a morning to help children if they are upset and to speak with parents if they wish to pass on messages.

At the end of the day, we ask that **children remain supervised by adults and are not left to run around the playground/swing on the bike racks. This includes pre-school age children.** We cannot accept responsibility for accidents that occur due to this rule being broken.

If you would like to speak with the class teacher at the end of the day, wait until the class teacher has released all their children to parents before approaching them, so that teachers know children have been passed safely back to their families.

Pupil Leadership

We operate a '**Leaders in Learning**' system using different categories:

Collective Worship Committee

Our Collective Worship Committee representatives are chosen by class teachers from Year 1 to Year 6. Children in the Collective Worship Committee have a range of Ministries during our daily worships, they collect and respond to pupil evaluations of worships and develop and facilitate initiatives to support our local and wider community.

Football Referees

Football Referees will be chosen to take and lead football sessions and referee matches. These will be nominated at the start of each term, based on their leadership skills and desire to coach football to children of different ages. They will be chosen from Year 5 and 6 and may be asked to continue beyond one term.

Reception Friends

Reception Friends will be chosen to support the Reception stage children at lunchtimes. They will show them how to play, help them in the dinner hall and teach them how to be independent. These will be nominated at the start of each term based on their supportive nature, patient approach and desire to work with other children. They will be chosen from Year 5 and 6 children and may be asked to continue beyond one term.

Play Leaders



Play Leaders will be chosen to take on responsibilities for supporting in the lunchtime provision zones. Again, these will be nominated at the start of each term, based on their leadership skills and desire to work with other children. The Leaders will be chosen from Year 5 and 6.

Prefects

Prefects will be chosen based on exemplary attitudes and behaviour, and expected to fulfil numerous roles both inside and outside. These will be nominated at the start of each term from the Year 5 and 6 classes. The role of is one of the highest accolades in the School Leadership System and so children will be expected to display outstanding attitudes to school life at all times in the day and act as role models for the whole school, particularly the younger children, to follow.

Ambassadors

Ambassadors will be chosen based on exemplary attitudes and behaviour, and expected to fulfil numerous roles both inside and outside. These will be nominated at the start of each term from the Year 5 and 6 classes. The role of is one of the highest accolades in the School Leadership System and so children will be expected to display outstanding attitudes to school life at all times in the day and act as role models for the whole school, particularly the younger children, to follow.

School Council Committee

The School Council Committee will be chosen by their peers. All children will have the opportunity to voice their reasons about why they should be the School Council representative for their class. Every child in their class will vote via secret ballot slips and it will be announced in worship in the 2nd week back. In mixed classes, a child from each year group will be chosen. They will meet at least once a term to discuss their ideas and voices their class's opinions on important matters concerning the school.

Raising Concerns About Your Child

We understand how important communication is between home and school. We have many ways that our families can contact school to pass on messages or to share any concerns. For detailed information, please see our **Communication Policy: Parents** on the Policies section of the school website: <https://www.stjamesacademy.co.uk/page/policies/123760>

Any concerns about your child of any nature should in the first instance be reported to the class teacher. Involvement from more senior colleagues may then be instigated if required. This is a process we would like you to follow. Attempts to solve concerns immediately with the class teacher is vital and is hence the first and most logical step.

Step 1: Class Teacher (via phone or email to the school office)

Step 2: Phase Leaders

Step 3 Assistant Headteacher

Step 4: Deputy Headteacher (from January 2026)

Step 6: Governing Body

*** Parents should not contact any teacher using the teacher's own personal email address. Any questions or concerns should be directed through safeguarding@stjamesacademy.co.uk , assistanthead@stjamesacademy.co.uk or senco@stjamesacademy.co.uk. No class teacher will respond to emails sent directly to them unless asked to by senior leaders. Usually, any response will be given in person or via the phone.**

Reading Books

Children in Reception, Year 1 and Year 2 will receive RWI books which are colour coded to match the phonic groups the children are in and the sounds being taught. Children are assessed regularly and the colour coded book will change as children progress. The rest of school (including Year 2 children once they have completed the phonics programme) will move onto age appropriate books, which are available to children in the reading areas of their classrooms. We ask parents to read regularly at home in addition to monitoring in school. Books will then be changed as soon as possible (at least weekly) by staff, once the child has completed the book. The class teachers will determine when it is best to move a child onto a new colour band or when it is appropriate to change books. **The first reading books will be sent home on Friday 12th September 2025.**

Reporting to Parents

Children receive a detailed annual report in July and 2 progress summary sheets (one in the middle of Spring term and one in Summer). There are 2 Parents Evenings per year that start at 3.20 and run until 9:00pm. The first Parents Evening will be on Wednesday 22nd October. The first Parents Evening will be used to discuss how the child is settling into school, their new class and new routines.

There will also be a Parents Evenings in the middle of the Spring term. This is where the progress summary sheets will be discussed and distributed. Should parents not attend the Parents Evening, then progress summary sheets will be sent out the following day, if possible, to those families. **Please note that Parents Evening appointments will be one per child only.** We do not have the capacity to meet parents separately from each other and will turn down requests to do so. We see Parents Evening as a chance to come together to discuss the social and academic progress of the children; it is therefore imperative to share in this common goal. A Meet The Teacher event is held in July to help with new class induction.



Reward System

We have 4 Golden Rules:

1. Be Ready to Learn
2. Be Respectful
3. Be Responsible
4. Be Kind

Our positive rewards and consequences all link to the 4 Golden Rules.

At St James, we like to praise our children and promote positive behaviours and attitudes to help them be good citizens and 'Ready for the Future'. This is why we have many positive rewards for the children to aim for. Each member of staff deploys these with a degree of professional discretion and understanding of each individual context. In line with our values, they reward 'social' achievement as much as academic achievement. There are no barriers to personal rewards.

See the Behaviour and Discipline Policy for more information.

Consequences System

Our consequence system is coherent with our 4 Golden Rules. The consequence system is:

1. Reminder
2. Verbal warning
3. Written warning, initials recorded for remainder of the day (but not publicly displayed).
4. Ticket - Children visit a member of senior leadership to discuss the concern/s and next steps that may be/are required and expected. Reasons for the ticket will be discussed and restorative practice will take place at lunchtime. Parents will be contacted.
5. Meeting or conversation with parents/carers dependent upon number of tickets/letters received during the academic year.
6. New personalised reward and consequence system deployed as required (meetings with parents/carers to continue).

The choice of consequence is dependent upon the severity and persistent nature of behaviours outlined in the Behaviour and Discipline Policy

If work is incomplete as a result of poor attitude to learning/behaviour then the child/ren concerned will be required to complete this to a satisfactory level during break or lunchtime on that, or the following, day.

Violence will not be Tolerated

Parents/carers will be informed via a phone call of any acts of violence and a meeting arranged. If parents/carers don't attend the meeting a letter will be issued with information about the incidents. Letters of apology will be written by the children, allowing them to reflect on the incident and then loss of break time and/or lunchtime will follow for the remainder of that day and/or the following day, depending on when the incident happens. Further sanctions are available to senior leaders if the event is deemed serious enough – this includes fixed term exclusions and internal exclusions.

Reward System

Type of Reward	Reason	Given By
Verbal	<ul style="list-style-type: none"> - Adults give out lots of verbal praise for lots of different reasons. - Never underestimate the impact of verbal praise. 	All adults
Stickers	<ul style="list-style-type: none"> - Given to children in EYFS and KSI who have completed work/answered questions/followed instructions/made the right choices 	All adults
House Points	<ul style="list-style-type: none"> - Given to all children who have contributed in lessons, completing work to an expected standard - The house which has received the most house points at the end of the term will receive an additional 10 minutes to a play time. 	All adults
Pot of Gold/Outstanding Certificates	<ul style="list-style-type: none"> - Given to children who have reached the top of the ladder on that day - This is for following the school's Golden Rules 	All adults
Vision Certificates	<ul style="list-style-type: none"> - Vision certificates are given out on a Friday - These are for children who have lived the school vision throughout the week 	All adults
Badges	<ul style="list-style-type: none"> - For children who show consistency with: <ul style="list-style-type: none"> o Their approach to the School Values and School Vision o Contribution to Wider School 	Class Teachers



	<ul style="list-style-type: none"> ○ Approach to Learning ○ Attitude to Homework <ul style="list-style-type: none"> - Children have the opportunity throughout the year to achieve their Bronze, Silver, Gold and Platinum Badges. - At the start of each academic year, children will start again at Bronze. 	
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Badge System



In school we have 4 badges which children can earn throughout the year. These are: Bronze, Silver, Gold and Platinum.

From Autumn 2 half term, children will begin to be awarded with their **Bronze** badges. Children will then have the opportunity to earn Silver from the middle of Spring 1, Gold during Summer 1 and Platinum will then be awarded at the end of the academic year.

Below are the expectations for children to achieve the badge accolades throughout the year.

Approach to the School Vision, Values and Rules	<ul style="list-style-type: none"> - Children embrace the school vision of being Ready for the Future - Children follow our school values (thankfulness, koinonia, hope, forgiveness, peace, trust) - Children follow the school rules in the classroom and around school <ul style="list-style-type: none"> ○ Be ready to learn ○ Be respectful ○ Be responsible ○ Be kind
Contribution to Wider School	<ul style="list-style-type: none"> - Children have good manners, movement and respect around school (to children and adults) - Children are a role model for others to follow and a positive influence around school - Children will be a "Good Samaritan" when needed, without being asked - Children will look after the school environment (in the classroom, corridors, hall, playground, field) - Children will engage in leadership opportunities (where applicable) and do these to a high standard - Children represent school (where applicable) and do these to a high standard
Approach to Learning	<ul style="list-style-type: none"> - Children's work is produced at an expected standard which the child is capable of - Children have an enthusiasm and activeness during lessons - Children have a positive attitude towards learning - Children ask relevant questions and volunteers answers - Children understand behaviour expectations - Good standard of presentation
Attitude to Homework	<ul style="list-style-type: none"> - Children consistently produces homework which is of an expected standard which they are capable of - Children meet homework deadlines for: MyMaths, TT Rockstars, Spellings, Reading Logs

Roll of Honour	<ul style="list-style-type: none"> - One child per class will have the opportunity to achieve the Roll of Honour each half term - There is a specific value each half term <ul style="list-style-type: none"> ○ Autumn 1: Kindness ○ Autumn 2: Responsibility ○ Spring 1: Forgiveness ○ Spring 2: Service ○ Summer 1: Respect ○ Summer 2: Perseverance - Class teachers will identify a child who they believe has met this value during that half term - Class teachers will also use their knowledge of the child and how well they meet the St James Consistencies. 	Class Teachers
Headteacher Award	<ul style="list-style-type: none"> - Awarded to children who have gone above and beyond during a week and have been recognised by the Headteacher 	Headteacher
Golden Rules Reward	<ul style="list-style-type: none"> - Throughout the week, teachers will write down how well the children in class have met the Golden Rules. - Children will receive reward minutes based on their behaviour towards the Golden Rules. - Each week the children will build up points which will then relate to a number of minutes for a reward e.g. film, crafts, playing games at the end of each half term 	All staff

Consequences System



Consequence System	Description
Step 1: Reminder	<ul style="list-style-type: none"> - Quiet and private - Reminders of the classroom/school rules - Give the children a reminder of expectations and walk away - Do not engage in more discussions - Allow 2 minutes for the children to modify their behaviour
Step 2: Verbal Warning	<ul style="list-style-type: none"> - If the child hasn't modified their behaviour, they then receive a verbal warning. - This will be a last chance reminder to modify behaviour - Adult to get down to the child's level - Allow 2 minutes for the child to modify their behaviour
Step 3: Written Warning	<ul style="list-style-type: none"> - If behaviour continues to not be modified, they receive a written warning - Explain to the child that the behaviours are now written on the sheet and the next stage is a ticket - Written warnings are recorded weekly for behaviour lead to monitor <p>Consequence</p> <ul style="list-style-type: none"> - Behaviour lead will speak to children who have received a written warning about their behaviour. - Behaviour lead monitors written warnings. If children receive 3 in a short period of time, parents will be contacted by their class teacher - If children persistently receive written warnings, parents will be contacted and a meeting will be arranged to discuss further steps (with the class teacher and behaviour lead)
Step 4: Behaviour Ticket	<ul style="list-style-type: none"> - If behaviour continues to be disruptive, the child receives a behaviour ticket and is sent to behaviour lead/member of the SLT. - Parents will be contacted that their child has received a ticket with the reason why a ticket has been issued and the consequence the child has received. <p>Consequence</p> <ul style="list-style-type: none"> - If the child hasn't completed their work, they miss part of their lunch time to complete this - If it is behaviour, then the child will miss part of their lunch time - The child will write/draw an apology to the adult/child involved - Children will be given time to reflect on their behaviour during lunch time (restorative justice will be used)
Step 5: Behaviour Communications & Subsequent Meetings	<ul style="list-style-type: none"> - The decision to escalate to Step 5 will be determined by behaviour lead/SLT when considering evidence around each situation - The decision will also be made when children are persistently receiving written warnings/tickets - A member of school staff will also speak with the child about the choices in behaviour. - The First Communication <ul style="list-style-type: none"> o Includes a meeting with parents/carers, class teacher and behaviour lead o Children's voice will also be shared - The Second Communication <ul style="list-style-type: none"> o Includes a meeting with parents/carers, class teacher, behaviour lead and a member of SLT o Children's voice will also be shared - The Third Communication <ul style="list-style-type: none"> o This will initiate an individual behaviour record. o This could be introduced earlier if deemed necessary by the class teacher, behaviour lead, SLT and parents/carers.



	<ul style="list-style-type: none"> ○ Children's voice will also be shared
Communication with regards to Violence	<ul style="list-style-type: none"> - If a deliberate act of violence occurs, a phone call will be made to discuss the incident with the child's parent/carer. - This will then be followed up with a meeting with parent/carer and the behaviour lead/member of SLT to discuss the incident and next steps - If parents don't engage/unable to meet then a violence letter will be issued and sent home to parents so that they are aware of the incident which has occurred. - The child will write a letter/draw a picture of apology and there will also be time spent with a member of SLT on the following day. - Further consequences are available to behaviour lead/SLT if the event is deemed serious enough. This includes fixed term exclusions and internal exclusions.
Individual Behaviour Records (IBR)	<ul style="list-style-type: none"> - These replace the consequence system for a small number of children who require reward, consequences and chains of communication with parents/carers to be more personalised. - The leadership team, class teacher and possible input from the SENDCO and external agencies will determine when the IBR is correct. - Parents/carers will be invited to a meeting to discuss the IBR - Children can be taken off IBRs at the discretion of school leaders and through discussions with parents. - IBR Expectations - Separate reward and consequences with differing thresholds – as required; - Warning and ticket system would not be used; - Weekly Individual Record sheets must be completed and passed to the Behaviour Leader at the end of every week; - Clear, regular communication with parents/carers must be established and maintained. This may involve: daily 'home communication books'; weekly 'phone calls/meetings'; contact when an Individual Behaviour Record event of note occurs. - Risk Assessments may be required - as may a detailed Individual Behaviour Plan. - Engagement with the SENDCO and external agencies may be required.
<p><u>Failure to Respond to Procedures</u></p> <p>The headteacher, in conjunction with the Governors, has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or extreme acts of anti-social and or/ harmful behaviour, then a child may be permanently excluded. (See the school's Exclusion Policy for further details).</p> <p><u>Physical Intervention / Positive handling</u></p> <p>When a child's behaviour presents a serious danger of causing significant harm to themselves, to others or property, staff may need to use positive handling strategies to support the child until such time as the child is able to regulate their own behaviours and take control for themselves. The use of positive handling techniques will only be considered if other behaviour management options have proved ineffective or are judged to be inappropriate, and it is in the best interest of the child and their safety.</p> <p>Key staff are, by the very nature of their roles, authorised and trained to use positive handling as appropriate but staff are not expected to intervene physically against their better judgment nor are they expected to place themselves at unreasonable risk. In such circumstances, they must take steps to minimise risks, e.g. removing other pupils/furniture and seek help. (For further guidance please refer to the Physical Interventions Policy.)</p> <p><u>Contacting school</u></p> <ul style="list-style-type: none"> • The first contact should always be the class teacher following the school policy. 	



- If you are not happy with their responses, please contact **Mrs Armitage (Behaviour Lead)** by emailing: assistanthead@stjamesacademy.co.uk

Please note. we expect children to complete all work to the best of their ability. If work is incomplete as a result of poor attitude to learning/behaviour then the child/ren concerned will be required to complete this to a satisfactory level during break or lunchtime on that, or the following, day.

For further information on our reward and consequence systems, please see the Behaviour and Discipline Policy.

Snacks and Drinks

We strongly encourage children to drink water as it is the healthiest drink we can have. We ask parents to support us with this and send children to school with water, not juice. Water is also provided in the dining hall at lunchtime and is available in all classrooms. If children are unable to drink water, please let the class teacher know. Children may bring a drink in a plastic bottle or carton of juice (not fizzy) for lunch, if they cannot drink water.

If children bring sandwiches, you may want to include a 'cool pack' in the lunch box, to help keep sandwiches fresh. Lunchboxes should be placed in the 'dinner box/cupboard' as children come into their classroom. Lunch boxes should be marked with the child's name and class.

The children may bring a piece of fruit, or a healthy snack for playtime. This is best put in their school bag. However, as part of the National Fruit and Vegetable Scheme, all children (in Foundation Stage and KS1) will receive one piece of fruit per day free of charge, except for the first day back after any school holidays. Water bottles are available from the school office for a minimum recommended donation of £1 – water bottles may also be brought from home. These are filled in school every day and sent home on Fridays to be cleaned. If the water bottle is damaged or lost, a new one can be obtained from the main office with again a minimum recommended donation of £1.

Children may bring sweets into school if it is their birthday to be given out at the end of the day by the class teacher.

Milk is available to all children and correspondence will be sent out across the year for you to make your request for this. Prices will be confirmed at this time.

In reception, children will be offered an alternative snack at their 'snack time'. We just ask for a voluntary contribution of £5 per term payable via Parent Mail.

Photography, Filming & Social Media

The taking of personal films and photographs in school is banned. The governing body have carefully considered all options and have not taken this decision lightly. It would be fair to say that it is with huge reluctance that this decision has been taken. Governors understand how some will feel about this, but ultimately, we cannot enable some children to be put at risk unduly by enabling images or films taken or created in school to be placed on social media platforms. Whilst this may be difficult for some to fully appreciate, it is important to consider what your feelings would be should you or your child be personally affected and placed at risk. We will continue to request permission for official photographs to be taken for our own and external use (e.g. school website, newspapers etc...).

As we appreciate the difficulty of this, souvenir programmes will be produced for each event outlined below to capture the lasting memories. These will be available at the events (we may ask for a donation to assist with printing costs) and by request afterwards at the main office for a period of time.

Events where souvenir programmes are created:

**RECEPTION CHRISTMAS SHOW
YEAR 1 & 2 CHRISTMAS SHOW**

**YEAR 3 & 4 SPRING SHOW
YEAR 5 & 6 SUMMER SHOW and LEAVERS SERVICE**

The academy accepts no responsibility should anyone fail to adhere to this policy and then place images or films on social media. If caught doing so, we will ask you to stop and take down or remove the relevant items. We could pursue this further should we feel necessary.
PLEASE ADHERE TO THIS. IT CAN PLACE CHILDREN AT RISK.



Timetable

8.40am:	Gates Open
8.40am – 8:50am:	Doors Open
8:50am:	Registration
9:40 – 10:00:	Collective Worship
12:00pm – 1:00pm:	Lunchtime – RECEPTION ONLY
12:15pm – 1:15pm:	Lunchtime – KS1 and KS2
3:20pm:	End of School Day

Uniform

If uniform is not adhered to then parents will be contacted by the class teacher, and then a member of the senior leadership team, first verbally and then, if required, in writing. An appropriate amount of time will then be given for it to be changed. **Please note the uniform list, as checks are undertaken.**

Navy sweatshirt/jumper/cardigan

White polo shirt or white shirt or white blouse

Navy/dark grey/black – trousers/skirt/pinafore dress

Plain black footwear (Coloured trainers are not part of uniform and not allowed.)

*** Please note footwear must not contain any other prominent colours, designs or any logos.**

Dark grey/black shorts

Blue & white check dress

Children should come to school in their PE kits on the days that they have PE. In cooler weather, children can come to school in leggings/tracksuit bottoms for indoor PE, as they may be too cold in their classrooms if they are wearing shorts/leotards. Football shorts/t-shirts/football kits are not part of the school PE kit and should not be worn in school.

P.E. Indoor

White tee shirt

Navy/black shorts or leotard

(Barefoot work is undertaken)

P.E. Outdoor

White tee shirt & shorts

Navy/black plain leggings/leisure trousers

Navy/black tracksuit top/sweater

Navy/black/white trainers (No plimssoles or pumps)

***Trainers must not contain any other prominent colours, designs or any logos**

Swimming (Year 4)

Swimming trunks or shorts/One piece swimming costume (not white)

Towel

Goggles/Swim Caps/Nose Pegs are optional

Children in Reception are required to provide navy blue waterproof jacket and trousers in order for them to work in the water and mud kitchen area. Wellington boots also need to be provided for these activities. Wellington boots are to stay in school and waterproofs are to go home each Friday.

Please clearly name all items of your children's clothing.

Uniform with the logo on can be purchased from:

- My Clothing - Website: www.myclothing.com Telephone: 0800 069 9949
- Trutex, Northgate, Wakefield, WF1 3BX, email wakefield@trutex.com telephone: 01924 299820

Equally, it is fine to wear unbranded items if this is more cost effective.

**** The children do NOT need to bring a pair of indoor shoes/pumps.**

**** Tights must only be blue, grey or black and not multi coloured.**

Jewellery and make up

Jewellery and make-up must not be worn - including nail varnish.



Any earring(s) should be removed before coming to school each day, to prevent any potential injuries when in school. If children wear earrings in school, they will be asked to remove them. If they are unable to remove them, they will need to tape over them. For health and safety reasons, children will be unable to actively participate in PE lessons if they are wearing earrings.

PLEASE CHOOSE TO HAVE EAR PIERCINGS AT THE START OF THE SUMMER HOLIDAYS AS THIS WILL GIVE SUFFICIENT TIME FOR EARRINGS TO THEN BE REMOVED AFTER THE PROCEDURE AND BEFORE TERM STARTS. THIS IS SOMETHING WE WILL BE MONITORING CLOSELY. IT IS NOT APPROPRIATE TO USE 'I DIDN'T REALISE AND NOW THE EARRINGS MUST STAY IN' AS AN EXCUSE.

Earrings must be removed for children to physically participate in PE lessons. Putting tape over earrings is not sufficient and children will not be able to physically participate. **If they are not removed**, children will remain included in lessons providing feedback, score keeping, time keeping and offering support to those who need it.

If children need to wear earrings for religious purposes they should speak with the Headteacher.

- Hair should be tied back on PE days.
- Hair bands or clips must be small and discrete. They should not be 'oversized and overtly colourful'.
- Children can wear 'traditional' analogue or digital watches but Smartwatches and those where children can communicate are not acceptable, e.g. I-watch, Garmin watch, Apple watch or Fit bits. There are other makes, these are just a few examples.

ALL TOYS, GAMES AND TRADING CARDS FROM HOME ARE NOT PERMITTED IN SCHOOL AT ANY TIME – UNLESS SPECIFICALLY GIVEN PERMISSION BY THE CHILD'S CLASS TEACHER IN ORDER TO SHOW ITEMS DURING CURRICULUM TIME.

'OUR SHARED ROLE IN DELIVERING OUR VISION' THE ST. JAMES' VISION CHARTER

It is assumed that anyone entering the academy will follow these expectations and agree to accept them as part of our bond of mutual trust and in the spirit of our academy vision - it is not a choice to opt in or out of this.

Those leading work within the academy will:

- Keep our children safe at all times – including safe movement within the academy building.
- Be positive role models.
- Foster and maintain a positive relationship with home, but establish clear messages about expectations.
- Enable our pupils to feel happy, safe and respected.
- Place great emphasis upon the love of reading.
- Ensure that the pupils learn to the best of their ability.
- Deliver the statutory curriculum tailored to the needs and interests of our pupils - making it both fun and exciting.
- Develop pupils' social skills, in particular their independence, patience, empathy and resilience – so they are ready for the next stage in their life.
- Provide timely feedback to pupils about their own progress and achievements.
- Stretch imagination and create a desire to learn.
- Seek to offer the widest range possible of extra-curricular opportunities.
- Class teachers and ESAs will ensure children maintain a positive and safe arrival from playground to classroom, and vice versa, at all times.
- Keep families informed through the various channels of communication.
- Deploy funding appropriately to maximise impact upon pupil progress in all areas.
- Provide feedback to parents upon social and academic progress at timetabled intervals and upon request.
- Challenge our own thinking and be willing to try new ideas.
- Involve families with ideas, thoughts and next steps for the academy.
- The academy will determine which class is most appropriate for each child.

Families working with the academy will:

- Maintain regular, strong attendance and punctuality.
- Ensure uniform guidelines are adhered to each day.
- Monitor and support the completion of all homework and encourage their children to meet deadlines around this.
- Read each day with their children.
- Discuss the school day with their children.
- Have a duty to ensure their children are ready to start full-time school in reception class. This includes relevant self-care and hygiene.



- Consult class teachers and follow recommended routes if concerned.
- Build and maintain a positive, respectful relationship with school.
- Understand and accept that the academy's perspective may differ from their own.
- Be positive role models.*
- Attend relevant information and training sessions.
- Respect our stance as a Church school that 'forgiveness never ends'.
- Monitor and manage their child's use of social media and the wider internet at all times - taking responsibility for this.
- Ensure their children are ready for school each day – including lunchtimes.
- Meet all agreed costs associated with school activities and maintain dialogue as required.
- At all times avoid the use of social media to criticise the academy and/or its staff, both directly or indirectly,** and instead use the suggested means of dialogue to resolve any concern.

If parents wish for external individuals to enter the academy, they must first seek permission and then liaise on dates with the academy. The academy reserves the right to refuse admission on safeguarding grounds.

** The academy staff should not be subject to verbal or physical threats, intimidation or behaviour and will take necessary action to maintain this as required.*

*** The academy will follow up any concerns in relation to this under the 'Malicious Communication Act 1988' and the 'Communications Act 2013' and pursue them as deemed necessary.*

The governors of Criggleshstone St James CE Primary Academy are committed to ensuring that the principles set out above are adhered to at all times by all members of the school community.

PHYSICAL EDUCATION TIMETABLE

Classes will have PE on the following days:

Monday:	Class 1/2 and Class 5
Tuesday:	Class 2 and Class 3
Wednesday:	Class 1 and Class 6
Thursday:	Class EYFS, Class 3/4, Class 4 and Class 5/6

***SWIMMING IS ON THURSDAY MORNINGS FOR YEAR 4 CHILDREN**

Children should come to school wearing their PE kits. Children will alternate between indoor and outdoor PE each half term.