Information Booklet 2026-27

St James's C of E Primary School

Let Your Light Shine

Contents Page

Contact Information 3
Aims of the School 4
School Vision 4
Class Sizes 5
School Uniform 6
The School Day 8
Caring For Your Child 8
What Is Taught at St James's? 8
Special Needs 8
St James's- a church school 9
Sports 10
Extra-Curricular Activities 11
Wrap around care 12
Educational Visits 12
Relationships & Sex Education, Religious Education and Collective Worship 12
Behaviour 14
Helping your child to progress 14
Arriving and Leaving / Collecting your Child 15
School Meals 15
Snacks at Break Time 16
Term Time Absence 16
Housekeeping 16
How Do I Find Out More About St James's ? 17
Parent Teacher Family Association (PTFA) 17
Pre-school Education 18
Family Support 18
Complaints Procedure 18

Contact Information

School Address	Kingsway, Wollaston, DY8 4RU
Telephone	01384 283701
Email	info@stjames.dudley.sch.uk
Website	https://www.st-james.dudley.sch.uk/
Headteacher	Mrs N Sefton
Type of School	Voluntary Aided two form entry Primary School 3 – 11
Education Office	Dudley Metropolitan Borough Council Council House, Priory Road Dudley, DY1 1HF
Telephone	0300 555 2345
Complaints	Kingsway, Wollaston, DY8 4RU
Chair of Governors	Mr L Salton -Mclaughlin

St James C.E Primary School is committed to safeguarding. All Local Authority and Government procedures for checking the suitability of adults to work with children are undertaken.



Aims of the School

With our Christian distinctiveness at the heart of all we do, we aim to provide the highest quality education for all. We strive to equip each child with the skills and values they require to fulfil their God given potential.

School Vision

We believe that every child is made in the image of God; inherently valuable and unique. Jesus is the light of the world and God has placed the light of the Holy Spirit within each of us:

Let your light shine to reach your God-given potential.

Let your light shine courageously.

Let your light shine as a beacon of hope.

Let your light shine ~ be the best we can be!



We teach the National Curriculum as directed by the Department For Education. We recognise the importance of the core subjects, particularly English, Mathematics, Science and Religious Education as part of a broad and balanced curriculum.

To ensure that all children have access to the National Curriculum, the Special Needs policy covers those children with learning difficulties, behavioural problems and physical disability and recognises the importance of inclusion for all pupils where possible.

At St James's we believe in working together as a team with the children at the centre of all we do. The partnership is between pupils, staff, parents and governors.

Class Sizes

		Age of pupils	
Pre-school	Preschool	3-4	
Foundation Stage	RR	4-5	EYFS Baseline
	RL		
Key Stage 1	1L	5-6	Phonics screening
	1R	5-6	Phonics screening
	2L	6-7	
	2R	6-7	
Lower Key Stage 2	3L	7-8	
	3R	7-8	
	4L	8-9	Multiplication check
	4R	8-9	Multiplication check
Upper Key Stage 2	5L	9-10	
	5R	9-10	
	6L	10-11	SATS year
	6R	10-11	SATS year

Number on roll is approximately 420



School Uniform

The Governing Body support the policy of school uniform at St James's. We feel that it looks smart, gives the children a sense of belonging and saves parents the problem of "what shall we wear today?". The school colours are navy blue, grey, black and white.

Our Winter uniform is worn from the second half of the Autumn Term to the end of the Spring Term. Summer Uniform is worn from beginning of the Summer Term to the end of the first half of the Autumn Term. Jumpers, raincoats, cardigans, polo shirts, shorts, PE t-shirts and ties are available through Totally uniform in Oldswinford or many independent shops.

Reception – All year
• Blue polo shirt • Navy jumper or cardigan (not fleece) • Grey or navy trousers (short or long) • Navy skirt or pinafore • Navy or white/cream tights (no patterns) • Navy, grey, black or white socks (no patterns) • Black, polishable school shoes (not trainers or boots) • Blue/white gingham dress/culottes for the Summer (optional)
Winter Uniform Years 1 - 6
• Blue shirt/blouse • Navy cardigan or jumper (not fleece) • Grey or navy trousers (short or long) • Navy skirt or pinafore • School tie (elasticated for younger pupils) • Navy, grey, black or white socks (no patterns) • Navy or white/cream tights (no patterns) • Black, polishable school shoes (not trainers or boots)
Summer Uniform Years 1 - 6
• Summer shirt/blouse – blue cotton with collar or school polo shirt (no tie required) • Navy, grey, black or white socks (no patterns) • Grey or navy trousers or shorts • Summer dresses (blue and white) • Navy skirts or culottes

P.E KIT

Please note that children can come to school in their P.E kits on P.E days

FOR RECEPTION to YEAR 6

- Indoor kit: white P.E. shirt
- Navy or black shorts
- Black elasticated pumps

FOR YEAR 1 to YEAR 6 (when it is colder)

- Outdoor: white P.E. shirt
- Dark tracksuit -navy, grey or black
- Black trainers -no colours please

PLEASE MARK ALL SCHOOL CLOTHING CLEARLY

School will not take responsibility for lost items.

School specific uniform can be ordered through Totally Uniform in Oldswinford.

Please view the website for all uniform available for St James's CE Primary School https://www.totallyuniform.co.uk/

Jewellery

Children are allowed to wear:

• one pair of plain, small stud earrings in the lobe of each ear. These must be removed by the child during PE lessons to comply with nationally accepted Health and Safety regulations. Please be aware that a child will be unable to participate in swimming or P.E. lessons if they cannot remove their earrings.

• Watches may be worn but they must not have the ability to take photographs or access the internet. All watches must be removed for any PE activity.

• Discreet items of jewellery which have an important religious significance – but only after a letter has been written by parents asking for permission.

No other jewellery is allowed.

Please note that the school will not take responsibility for any jewellery that is lost or damaged.

Hair Styles

Hair should be neat and tidy and worn with no extremes of style or colour. Hairbands, grips and 'bobbles' should be discrete and complement school colours e.g. blue, grey, black, silver or white. There should be no hairstyles with lines or patterns cut into the head, mohicans or extreme quiffs or artificially coloured hair.

Footwear

All children should wear black school shoes (not boots or trainers) which are suitable for active play. Shoes with high heels, platforms or without backs are not permitted.

Make Up

No make-up or nail varnish is to be worn to school.

Outdoor Clothing

Children should bring a coat to school every day, apart from during the hotter weather. The coat should be suitable to the time of year. If a child comes to school in boots or wellingtons, they will need to have a pair of school shoes to change into and a bag to keep their outdoor footwear in during the school day.

Hats are essential when it is sunny. Please make sure that coats and caps are labelled clearly.

The School Day

In line with the minimum expectation on the length of the school week, the school week at St James's is as follows for 2026-27:

Reception and Key Stage One: 8:40am- 3:25pm
Key Stage Two: 8:40 am-3:25pm

Caring For Your Child

At St James's we endeavour to provide a warm and caring environment for all our children.

Much emphasis is placed on the development of good manners and sensible behaviour. Personal qualities of courtesy, concern for others, reliability and honesty rate very highly.

What Is Taught at St James's?

The curriculum at St James's is planned so that each child receives a broad and balanced education relevant to their needs. The whole school curriculum is planned to ensure continuity and progression.

Children are taught by a class teacher who provides a secure and caring environment in which pupils can meet success and enjoy challenge.

Children follow planned programmes of work in English, Mathematics, Science, Religious Education, History, Art, Geography, Design Technology, Modern Foreign Language (French), Computing, Physical Education, PSHE and Music. They also follow a Personal, Social and Health programme which includes Sex & Relationships Education. All policies relating to the curriculum are available at the school on request.

The school is fully networked and all teaching areas have secure internet access. There is a range of class-based technology to support and enhance children's learning in all areas including 60 iPads and 60 laptops available for classroom use in both key stages.

Special Needs

The special needs provision at St James's CE Primary School is in line with the Code of Inclusion Act and an Equal Opportunities Policy

Identification

Early identification is vital and procedures are in place to monitor children making 'slow progress'. These children are then targeted through quality first teaching and intervention on WSPM (Whole School Provision Map). These interventions are evaluated termly; children who need further intervention will be placed on the SEND register with consent from parents. At this point a meeting will be set up where parents, the child and teaching staff will create an All About Me sheet to support and target the child's needs.

The needs of children who are known to Early Years Inclusion support will be forwarded onto school. A meeting will be set up with parents to ensure the needs of the child are met

before entering Pre-school or Reception, and then these children will be placed onto the SEND register.

The provision provided

All children will be provided with differentiated work that matches their ability in the classroom, by their class teacher through quality first teaching.

Children on SEN Support will be the group that need extra help and will be provided with an ISP (Individual Support Plan) by their teacher to meet their needs. Support in the classroom will be provided by the class teacher or support staff allocated to that class. If needed they will also receive extra support from specialist agencies who advice the school and provide specific interventions.

Where children's needs are longer term or complex a child may be assessed for an Education Health Care Plan (EHCP.)The process to gain an EHCP is similar to the statementing process, apart from there will be a CAM meeting (Community Assessment Meeting) to discuss the child's educational, social and health needs before any paperwork is submitted. Any child with an EHCP will receive a yearly review to ensure the needs of the child are met and that adequate funding is acquired.

The children who have ISPs have reviews each term to ensure that they are making progress and that the targets that have been set are appropriate and achievable. Parents are invited into school every time the ISPs are reviewed as parental input is very important during this process. Also, the children themselves have a major role in reviewing their own progress against the outcomes stated on the ISPs to promote independence.

The Inclusion Support Team is in school on a regular basis to give advice to staff, assess children and provide training. The school is lucky to have two learning and one behavioural support specialist attached to school, with additional support from other outside agencies when needed. We also have an Educational Psychologist who carries out assessments for children who may need specialist provision or an EHCP.

Miss Scott is our Special Educational Needs Co-ordinator. She is available to talk to parents and staff by appointment. We also have an increasing number of support staff who work with pupils in small groups and one to one support both inside the class and sometimes in specially allocated working areas.

The school has a Nurture / Mentoring room which is timetabled to enable staff to indicate the time they need to work with pupils. Support staff are encouraged to work with children in the classroom as much as possible to have minimum disruption to their day-to-day learning.

St James's- a Church School

Here at St James's, we are Church of England school with a distinctive Christian ethos. Alongside valuable support from the governing body and PTFA, we have close relationships with St James Church, the Diocese, our local community and strong global links which mean that we can work in partnership to provide pupils with the best possible education.

With this at the heart of all we do, we aim to provide the highest quality education for all. We strive to equip each child with the skills and values they require to fulfil their God given potential.

We pride ourselves on our school's vision and values, taken from the Bible, that are embedded and woven throughout our curriculum and daily school life.

School Values:
Kindness, respect, responsibility, perseverance, honesty, friendship, courage and forgiveness.

Worship:
Pupils take part in collective worship every day at St James's either as a whole school, within their Key Stages or as individual classes. This is a special part of our day where children and adults can stop, reflect and worship whatever their faith. Pupils across school take leading roles in assemblies and some plan their own acts of worship. Each year, pupils in each class vote for a pupil representative who attends regular Worship Committee meetings and ensures that all children can write prayers, choose hymns and suggest themes. We are regularly joined by special visitors, parents, governors and members of the clergy.

Our close relationship with St James Church allows us to have a Eucharist Service in school each term. A member of the clergy, staff and pupils lead the service together for the whole school community including governors, parents and the church congregation. In the Summer Term, the service takes place outside in our beautiful school grounds. We also lead a Sunday service twice a year at St James Church which is a lovely way for the school community to further strengthen our relationship with the church congregation. Pupils of St James's also have regular opportunities to visit St James Church for special services and events throughout the year.

Our Stillness Space:
Our Stillness Space has been designed and created by pupils, is a special place where members of our school community can visit, reflect, pray and think about God's wonderful world!

Sports

All children are expected to take part in these lessons and wear the appropriate clothing.

If there is any problem with your child's PE kit please see the class teacher.

Sports at St James's

All pupils take part in gymnastics, dance, athletics and games as part of their curriculum entitlement.

The school has excellent sporting provision, a fully equipped hall, two large playgrounds and a playing field. Approximately two hours per week is spent in various forms of Physical Education.

Swimming

This is a national curriculum requirement for all pupils. We ask families to provide swimming trunks/costume, a towel, swimming hat for those with long hair, a comb and a bag. If your child requires goggles when swimming, this must be pre-agreed with your class teacher and swimming instructor.

Swimming lessons are completed in a pop-up pool on the school site. Children are always supervised by school staff and are taught by qualified swim instructors. Children swim every day for 2-4 weeks and we endeavour to provide catch-up swimming where necessary.

Extra-Curricular Activities

A number of activities run across the year depending on the staff availability and the time of year. These will be on a first come, first served basis and must be booked through our website.

An example of the types of clubs that we run can be seen below:

Lunchtime clubs

Rainbow Choir
Football
Lunchtime Lounge
St James's Band

After School Clubs

Dance
Drama
Kids with Bricks
Cooking
Multi-skills
Dodgeball
Netball
Football
Archery
Cricket
Invasion Games



Wrap around care

St James's is pleased to be able to offer full wrap-around care for our families who require it.

Wrap around	Details	Days available	Cost
Breakfast	7:45-8:45am inc. breakfast	Monday-Friday	£5.00
After school club session 1	3:30pm until 4:30pm	Monday-Friday	£5.00
After school club session 2	4:30pm until 5:30pm	Monday-Thursday	£5.00

Both sessions offer a range of age-appropriate activities, games, crafts and sports. All staff are DBS checked and have appropriate safeguarding, first aid and food hygiene certificates.

Bookings to be made on our school spider app at the beginning of each month.

Educational Visits

We plan exciting trips to enhance our curriculum. A voluntary contribution is requested so that we can continue to plan such enhancements to learning. Unfortunately, some trips may be cancelled if the cost cannot be covered. Parents/Carers will be informed by letter if there is a visit your child is to be involved in, giving you the necessary details. Payment by instalments can be arranged through the office or by speaking with the Headteacher.

Relationships & Sex Education, Religious Education and Collective Worship

Sex and Relationships

Relationships education including puberty is now statutory, so all pupils have to take part in those lessons. Staff will inform parents when some of the key lessons take place so that follow up conversations can take place at home.

Sex and Relationships is taught as part of the PSHE curriculum and is taught as a discrete part of the key Stage 1 and Key Stage 2 curriculum. Our aim is to help prepare children to cope with the physical and emotional changes of growing up.

We believe that promoting the health and well-being of our pupils is an important part of their overall education. We do this through our Personal, Social and Health Education (PSHE). This looks at many topics including all kinds of relationships, physical/emotional health and living in the wider world. The aim of the PSHE course is to help our pupils make safe and informed decisions during their school years and beyond.

Sex and Relationship Education (RSE) is an important part of the PSHE course. During the course, pupils will be able to ask questions, which will be answered factually and in an age

appropriate manner. Each pupil's privacy will be respected, and no one will be asked to reveal personal information.

Religious Education

The teaching of religious education is in line with the Worcestershire Agreed Syllabus. You have the right to withdraw your child from these lessons. However, before the request is actioned, you must meet with the Headteacher.

Collective Worship

Acts of Worship are provided daily for every pupil. These Acts of Worship are wholly or mainly of a broad Christian character in line with the 1988 Education Act.

You have the right to withdraw your child from Collective Worship. Alternative provision will be made as necessary. However, before the request is actioned, you must meet with the Headteacher.

Acts of Worship take place in one of the school halls or in the classroom. At various times of the year, parents / carers will be invited to join us.



Behaviour

What do we expect at St James's?

We expect everyone in the school community to live by a few simple rights and responsibilities. We use restorative practice as a technique to encourage pupils to reflect on their behaviour. Positive rewards are given for good behaviour and there are consequences for inappropriate behaviour. Please see the behaviour policy for further information.

How we deal with bullying

Bullying is an issue which faces all schools and at St James's we take it very seriously.

We regard bullying as being either a continued physical, emotional or a verbal threat to a child over a period of time.

Class teachers will record any incident of bullying and will inform a member of the Senior Leadership Team. It is important that we are informed as soon as you are aware of a problem and for you to encourage your child to speak to a teacher / adult who works at the school.

An incident of bullying will be dealt with straight away using our anti-bullying procedures. The parents / carers of both parties will be contacted where necessary.

Appropriate sanctions will be given to the bully and support to the child they bullied. This may well involve outside agencies being brought into the school for example, Pupil Support, Behaviour Support, Educational Psychologist, and the Police. Please see the Anti-bullying policy for further information.

Helping your child to progress

We view parents / carers as partners in the educational process. You can help by:

- Making sure your child attends regularly
- Attending parent/carer/pupil/teacher evenings, parent workshops and any other school functions
- Taking an active interest in what your child is learning, particularly with reading
- Making sure homework is completed and returned to school. Class teachers will inform you of the homework arrangements.

We will keep you up to date by:

- Sending out regular information
- Offering termly meetings for parents/carers to attend
- Sending out an annual and midyear written report detailing your child's progress and effort
- By inviting you to attend social/school events

Home School Agreement

All parents/carers will receive a copy of the Home / School Agreement at the beginning of each academic year.

Arriving and Leaving / Collecting your Child

Please ensure that children enter the school building before you leave them.

Children may enter the school between 8:40-8:50am (registers close at 8:50am) when the doors are open and leave at 3:25pm (Rec & KS1) or 3:30pm (KS2). All children should wait with their class teacher until they can see their parents unless parents have signed 'Walking Home' permission (years 5&6 only).

Each family will be requested to provide the school with a password for their child(ren) so that staff can ensure that children are being sent home with the correct person, especially when someone new comes to collect.

If you need to collect your child during the school day, please report to the main entrance office and your child will be collected for you. Please provide evidence of any medical appointments.

Please ensure that you are on time to collect your child as failure to do so **after 10 minutes** may result in a charge for out of hours care.

Children under 16 will not be permitted to collect a child from school unless prior written consent has been given and signed by a parent/guardian.

School Meals

All children in Reception and Key Stage 1 are entitled to a free school meal. Meals must be ordered via an external app, ParentPay, by 5pm on Wednesday for the following week.



All other children staying for school dinners must order and pay via ParentPay.

Administration for school meals is computerised therefore children will need to either have sandwiches or have a meal on a weekly basis.

Children having sandwiches should bring their lunch in a named box/bag. Drinks should be in a sturdy container but not glass please. A healthy snack or fruit can be brought to school for morning break.

Snacks at Break Time

Children receive free milk in Pre-School and Reception. All children in EYFS and Key Stage 1 receive a piece of fruit each day.

Key Stage 2 children are allowed to bring fruit or a healthy snack to eat at mid-morning break, but they are not allowed sweets, chocolate or crisps.

Please provide your child with a suitable named water bottle. Water bottles must be clear plastic and have a sports cap to avoid spillages. At St James's, we prioritise hydration and therefore allow children to drink very diluted cordial; however, absolutely no fizzy drinks are permitted.

Term Time Absence

Holidays

In line with Government legislation, **we do not authorise any parental requests for holidays during term time**. Therefore, we ask all parents not to book holidays in term time to avoid unauthorised absences. If there is a reason that a parent needs to request leave of absence, then they should obtain and complete a 'Leave of Absence' form from the school office. The Headteacher will then decide whether the absence will be authorised.

If your child is taken ill during the school day

If children are taken ill whilst at school, we will contact you as soon as possible. It is essential that the school has an up-to-date contact telephone number so that parents or carers can be contacted in an emergency.

If your child has a medical appointment in school time, we ask that you bring an appointment card or letter to the school office to be photocopied and kept on file. Please advise office staff of the time collection is required. All pupils must be collected from the main office.

Housekeeping

Parking of Cars

For the safety of the children, unauthorised vehicles are not allowed on the premises for any reason. The only authorised vehicles allowed on the carpark are those that belong to staff or pre-agreed visitors or those parents who have a blue badge. In this case the parent would need to seek prior approval from the Headteacher.

Smoking on Site

The school, in line with government policy, is a no smoking site and smoking or vaping is not allowed on any part of these premises. This includes within five yards of the school gates. This also includes vaping.

Mobile phones and devices

Mobile phones are not permitted to be used on the school premises in shared areas. During whole school assemblies and events, parents will be provided with an opportunity to take photographs of their children at the end.

Dogs on Site

We do not allow dogs on to the school site except for guide dogs.

Riding Bicycles / Scooters

Whilst we encourage children to ride bicycles, once on the school site they should dismount and push their bike in a safe manner to avoid accidents. Scooters are welcome but they need to be dismounted as soon as the child is on school grounds. This is to avoid potential accidents.

Please lock scooters/bikes in the bike racks- school cannot accept responsibility for lost/stolen items.

Thank you for your co-operation with these requests. The most important thing is for everyone to be safe, particularly the many young children we have on the site at the start and end of the day.

How Do I Find Out More About St James's?

Parents / Carers have access to a variety of documents on our school website. Please contact the school and arrange to see the Headteacher or log on to our school website www.st-james.dudley.sch.uk

On here you will find our OFSTED report, Governor Information, SEN report and information, schemes of work and National Curriculum documents.

Parent Teacher Family Association (PTFA)

St James's is fortunate to have a very supportive and welcoming PTFA. We work closely together to raise much needed funds to help support the educational journey of all the children at our school. Any parent/carer is very welcome to join. The PTFA provide parent views, organise fund raising activities and events.



There are many ways for you to join in with this and more information can be found on the school website or on the St James's PTFA Facebook page.

Pre-school Education

We have a well-staffed pre-school with places for 15 hours and 30 hours dependent on interest.

The pre-school and reception age groups form the Early Years Foundation Stage which is also referred to as the "EYFS" which is an area of our school that offers a carefully tailored curriculum that incorporates a balance between adult led teaching and play based learning.

Our EYFS follows an approach called the "Curiosity Approach" which sees the replacement of everyday plastic / prescriptive toys with natural materials that are carefully selected by our experienced staff to ignite children's imaginations and support their learning through a curious environment that sparks awe and wonder!

Family Support

If you or your family require family support, please email family@st-james.dudley.sch.uk and a member of the team will respond as quickly as possible.

Complaints Procedure

If at any time you are unhappy about a particular issue, then please contact the school office staff who will make an appointment for you to see the relevant member of staff. If the matter cannot be resolved, the next stage is to speak to a member of the senior leadership team or the Headteacher.

If you are not satisfied with the Headteacher's response, you can contact the Local Authority or a school governor (details on the beginning of this document).

If you wish to discuss any matter with a governor, please contact the school and we can pass on your request.

All parties would be expected to act in a respectful and calm matter.

