



Crigglestone St James CE Primary Academy

# The Knowledge Handbook

Key Information & Handbook for All  
2023 – 2024



# WE INVITE YOU TO SHARE IN OUR VISION, HONEST COMMITMENT AND SELF-REFLECTION

## A message from the Headteacher:



On behalf of myself and the St James family, I would like to welcome you back to our school. I am proud to have the opportunity to lead St James, taking it forward on its journey. Since starting here, I have found the children's positive attitudes and enthusiasm in school to be infectious. Children, parents and staff that I have met are warm and friendly and I look forward to meeting many more of you throughout the year, especially we can now invite you back into school.

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 them 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, leading to independent and resilient learners who are prepared for the ever-changing world they move into.

At St James, we are extremely proud of our recent achievements but continuously strive to develop even 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. As staff, as governors, as parents, as pupils, we live by our mottos inspired by the words of AA Milne:

*'...you're braver than you believe.'*  
*'...you show respect in every way.'*  
*'...you're smarter than you think.'*  
*'...you're more patient than you thought.'*  
*'...you're more understanding than you realised.'*  
*'...you're more resilient than you were.'*  
*'...you're happier than ever before.'*  
*'...forgiveness never ends.'*

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 for everyone, opportunities to **take responsibility and lead**, promote **curiosity and engagement with the world** around us and to be **kind and respectful to all**. We are **resilient** and **not afraid** to make mistakes. We are ready for the future.

Our key Christian values that arise from our vision are:

- Trust
- Hope
- Peace
- Forgiveness
- Koinonia
- Thankfulness

Our vision is rooted in the parable of the ‘The Good Samaritan’ which helps us to understand that help may come from those we least expect. It teaches us to have hope, have trust in others and to be kind to all. It demonstrates how we can use our skills and knowledge to serve others and shows our collective readiness for the future. This is what you will find across our academy.

### **Spirituality - Our Definition**

To challenge? To change? To re-affirm?

A spiritual curriculum does all of these things to the beliefs of everyone at St James. It is about creating a climate of safety to express and explore key questions. It is a curriculum with knowledge at its heart but not for the purpose of retaining facts, instead this knowledge should prompt questions, thoughts and enquiry. Knowledge should promote a desire to know more. Take this philosophy, wrap it within skills that unlock this and with content that is specifically designed for the needs of our children in our community we create the climate for spiritual development across our school day.

Differentiation and challenge are engineered through the depth of a question or a response to a question, more than simply ‘the next activity’. Talk is essential, disagreement is important and realising you may have been wrong and can learn from mistakes are qualities that are embraced and encouraged. From 8.45am each day, our children and adults at St James live a curriculum built upon this philosophy. Our attempt is to make this ever present.

Faith and spirituality may not be the same thing, but a meaningful learning opportunity can enhance our own appreciation of either or both.

Be it an act of worship, playground leadership, re-drafting writing or understanding life in World War Two - every aspect of our day plays an equal role in fostering our spiritual curriculum.



## **Staffing**

**Headteacher:** Miss B Minor (Safeguarding Lead)

**Deputy Headteacher:** Mrs R Dent (Deputy Safeguard Lead)

**Assistant Headteachers:** Miss L McCarthy (Deputy Safeguard Lead)

**Assistant Headteacher:** Mr T Wildey (Deputy Safeguard Lead)

**Early Years Leader:** Mrs F Anderson

**Reception Class Teachers:** Mrs F Anderson, Miss J Ingham and Mr T Wildey

**Year 1 Class Teacher:** Mrs A Haigh

**Year 1/2 Class Teacher:** Miss L McCarthy and Mrs K Potter

**Year 2 Class Teacher:** Miss A Rouse

**Year 3 Class Teacher:** Mrs T Carlill

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

**Year 4 Class Teacher:** Miss M Walker

**Year 5 Class Teacher:** Mr D Brooke-Mawson

**Year 5/6 Class Teacher:** Mrs J Morgan

**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 V Bluff

Mrs M Bramald

Mrs T Critchlow

Mrs H Holmes

Miss A Hulme (HLTA)

Mrs A Newman-Burke

Mrs C Parsons (HLTA)

Mrs A Paton

Mrs F Shaw (HLTA)

Mrs L Tillotson

Mrs E Tomlinson-Drewell

Mrs C Treherne

Mrs F Walsh

Mrs C Wightman-Smith

### **Lunchtime Supervisory Assistants**

Mrs D Ely

Mrs A Howie

Mrs B Woodward

### **Administration Team**

**Office Manager:** Miss E Crowther

**School Business Manager:** Ms L Hulme

**Administration & Finance Assistant:** Miss H Battye

**Caretaker:** Mr J Shaw

*\* For staff responsibilities and areas of leadership please see website.*



## Governors

Mrs C Watkins	Chairs of Governors
Mrs N Priestley	Vice-Chair of Governors
Mrs C Sadler	
Mrs C Conboy	Chair of Standards Committee
Revd K Greaves	
Miss B Minor	Headteacher
Mr T Wildey	
Miss L McCarthy	
Mrs S Lodge	Chair of Resources Committee
Mrs C Holding	
Ms M Allen	

## Contacts

Address & Registered Office: Crigglestone St James CE Primary Academy, St James Way, Crigglestone, Wakefield, WF4 3HY

Website: [www.stjamesacademy.co.uk](http://www.stjamesacademy.co.uk)

Phone No: 01924 251048

Registered in England No. 8097265    An exempt charity

For general notices or messages for teachers or finance related matters please use:

[admin@stjamesacademy.co.uk](mailto: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](mailto:safeguarding@stjamesacademy.co.uk) (Miss Minor)

For all special educational needs related issues please use:

[senco@stjamesacademy.co.uk](mailto: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](mailto:assistanthead@stjamesacademy.co.uk) (Miss McCarthy / Mr T Wildey)

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 in the first instance, if this is not possible then an email to [assistanthead@stjamesacademy.co.uk](mailto: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: ASSISTANT HEADTEACHER**

**LEVEL 3: DEPUTY HEADTEACHER**

**LEVEL 4: HEADTEACHER**

**LEVEL 5: 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:**

AUTUMN 1 2023		
1	Sept 4	INSET DAY
	Sept 5	SCHOOL OPENS TO ALL CHILDREN
	Sept 6	
	Sept 7	
	Sept 8	School Council Elections Complete – secret ballot (Democracy)
2	Sept 11	
	Sept 12	I can help phonics (LMc) @ 5:30
	Sept 13	
	Sept 14	
	Sept 15	HOMEWORK & SPELLINGS OUT
3	Sept 18	
	Sept 19	I can help reading (LMc) @ 5:30
	Sept 20	
	Sept 21	
	Sept 22	
4	Sept 25	
	Sept 26	
	Sept 27	
	Sept 28	
	Sept 29	
5	Oct 2	
	Oct 3	
	Oct 4	
	Oct 5	National Poetry Week- afternoon performance Info evening – I Can Help
	Oct 6	
6	Oct 9	
	Oct 10	Reading Day PJ day – parents in from 2:45. Parents to leave at 3:10
	Oct 11	
	Oct 12	
	Oct 13	
7	Oct 16	
	Oct 17	
	Oct 18	3.20 – 9.00 PARENTS EVENING (Break 5.30 – 6.15)
	Oct 19	
	Oct 20	
8	Oct 23	KS2 Harvest Festival at Church 9:30
	Oct 24	EYFS/KS1 Harvest Festival in school with Reverend Kevin
	Oct 25	
	Oct 26	
	Oct 27	
MONDAY 30 <sup>TH</sup> OCTOBER – FRIDAY 3 <sup>RD</sup> November		HALF TERM

Autumn week 6: PJ Day

Autumn week 7: Me-Safety Week



AUTUMN 2 2023		
9	Nov 6	
	Nov 7	
	Nov 8	
	Nov 9	
	Nov 10	
10	Nov 13	Anti Bullying Week (Odd Socks Day)
	Nov 14	
	Nov 15	
	Nov 16	
	Nov 17	Children In Need
11	Nov 20	
	Nov 21	
	Nov 22	
	Nov 23	Curriculum Open Day
	Nov 24	INSET DAY
12	Nov 27	
	Nov 28	
	Nov 29	
	Nov 30	
	Dec 1	
13	Dec 4	
	Dec 5	
	Dec 6	
	Dec 7	
	Dec 8	
14	Dec 11	
	Dec 12	9:30 RECEPTION CHRISTMAS CONCERT FOR KS1 2.00: RECEPTION CHRISTMAS CONCERT FOR PARENTS
	Dec 13	9.30: KS1 SHOW DRESS REHEARSAL 2.00: KS1 SHOW PERFORMANCE
	Dec 14	2.00: KS1 SHOW PERFORMANCE 5:30: KS1 SHOW PERFORMANCE
	Dec 15	
15	Dec 18	Christmas service at Church 9:30 KS2 KS1 PARTY
	Dec 19	Christmas service at Church 9:30 for EYFS/KS1 LKS2 PARTY
	Dec 20	REC PARTY
	Dec 21	UKS2 PARTY
	Dec 22	
MONDAY 25th DECEMBER – MONDAY 8th JANUARY End of term		

SPRING 1 2024		
1	Jan 8	
	Jan 9	
	Jan 10	
	Jan 11	
	Jan 12	
2	Jan 15	
	Jan 16	
	Jan 17	
	Jan 18	
	Jan 19	
3	Jan 22	
	Jan 23	
	Jan 24	
	Jan 25	



	Jan 26	
4	Jan 29	
	Jan 30	
	Jan 31	3.20 – 9.00 PARENTS EVENING (5.30 – 6.15)
	Feb 1	
	Feb 2	
5	Feb 5	Children's Mental Health Week
	Feb 6	
	Feb 7	Safer Internet Day
	Feb 8	
	Feb 9	
MONDAY 12 <sup>TH</sup> FEBRUARY – FRIDAY 16 <sup>TH</sup> FEBRUARY HALF TERM		

SPRING 2 2024		
6	Feb 19	
	Feb 20	
	Feb 21	
	Feb 22	
	Feb 23	
7	Feb 26	
	Feb 27	
	Feb 28	
	Feb 29	
	Mar 1	
8	Mar 4	
	Mar 5	
	Mar 6	
	Mar 7	WORLD BOOK DAY
	Mar 8	
9	Mar 11	9.30: LKS2 SHOW DRESS REHEARSAL 5:30: LKS2 SHOW PERFORMANCE
	Mar 12	2.00: LKS2 SHOW PERFORMANCE
	Mar 13	
	Mar 14	5:30: LKS2 SHOW PERFORMANCE
	Mar 15	Comic Relief
10	Mar 18	Easter services at Church: 9:30 EYFS/KS1 1:45 KS2
	Mar 19	
	Mar 20	
	Mar 21	
	Mar 22	
MONDAY 25 <sup>TH</sup> MARCH – FRIDAY 5 <sup>TH</sup> APRIL End of TERM		

SUMMER 1 2024		
1	Apr 8	
	Apr 9	
	Apr 10	
	Apr 11	
	Apr 12	
2	Apr 15	
	Apr 16	
	Apr 17	





3	Apr 18	
	Apr 19	
	April 22	
	April 23	
	April 24	3.20 – 9.00 PARENTS EVENING (Break 5.30 – 6.15)
	April 25	
	April 26	
4	April 29	
	April 30	
	May 1	
	May 2	INSET – POLLING DAY
	May 3	INSET
5	May 6	BANK HOLIDAY
	May 7	
	May 8	
	May 9	
	May 10	
6	May 13	KS2 SATS WEEK
	May 14	
	May 15	
	May 16	
	May 17	
7	May 20	
	May 21	
	May 22	
	May 23	
	May 24	
MONDAY 24 <sup>TH</sup> MAY – FRIDAY 31 <sup>ST</sup> May		HALF TERM

SUMMER 2 2024		
8	Jun 3	Y4 MULTIPLICATION TEST OPENS Whitby Youth Hostel - Y4
	Jun 4	Whitby Youth Hostel - Y4
	Jun 5	
	Jun 6	
	Jun 7	
9	Jun 10	Phonics Screening
	Jun 11	Yr 3/4 Sports Morning
	Jun 12	Yr 5/6 Sports Morning
	Jun 13	
	Jun 14	
10	Jun 17	Y6 residential – Robin Wood
	Jun 18	Y6 residential – Robin Wood
	Jun 19	Y6 residential – Robin Wood
	Jun 20	5:30 pm New to KS1 meeting
	Jun 21	
	Jun 22	
11	Jun 24	
	Jun 25	
	Jun 26	
	July 27	5:30pm New Starters Meeting
	June 28	



12	July 1	
	July 2	
	July 3	
	July 4	Visits for new Reception children Year 6 Kettlethorpe Induction CHANGEOVER DAY 3.20: MEET THE TEACHER
	July 5	Year 6 Kettlethorpe Induction (this may change – we will inform you when we hear from KHS)
13	July 8	
	July 9	
	July 10	
	July 11	
	July 12	End of year reports sent out to parents
14	July 15	9:30 UKS2 Dress rehearsal 5:30: UKS2 SHOW PERFORMANCE
	July 16	4:00: UKS2 SHOW DRESS REHEARSAL
	July 17	5:30: UKS2 SHOW PERFORMANCE
	July 18	
	July 19	END OF YEAR LEAVERS SERVICE – 9:30 FOR YEAR 6 PARENTS
15	July 22	INSET

The handbook is written in alphabetical order from here onwards with sections at the back for the reward and sanction matrix, 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'. Every half term, the class with the best attendance record over that period will be able to wear non-uniform on a given Friday in the following half-term. 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.

School gates are open from 8:45 – 8:55am, this is when registration is taken. Any arrival after 8:55am will result in a late mark on the register. If a child arrives after 9:25am, it is classed as an unauthorised lateness (unless school has been notified of the reason for lateness). **Children must use the main entrance after 8:55am, 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 8:55am 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.

## Classes

In Reception 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 disagreement.

## Drop Off and Pick Up Arrangements

### Reception

We would like parents to drop the children off at the reception gate (Gate 1) by 8:55am 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're 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 3:15pm, which is when Gate 1 will be opened. Parents will be able to chat with reception staff at the entrance each day.

### Years 1 & 2



Children can enter school through either Gate 2 (the middle Gate) or Gate 3 (lower gate). Parents should leave children at the gates by 8:55am. Children in all three classes have their own cloakroom and entrance attached to their classrooms. They should enter and exit from there. When picking up, families may stand near the cycle track, or on the grass in front of Gates 2 and 3. Parents should keep the path clear so children can easily make their way to their parents. When your child is at the front of the queue, please wave to acknowledge your arrival. Your child will then be released to you.

### Class 3

As Year 1 and 2, children can enter school through either Gate 2 (the middle Gate) or Gate 3 (lower gate) by 8:55am. Children will make their way to their cloakroom and enter their classroom through the cloakroom. As above, when collecting children, families may stand outside the school gates, or in school grounds, by the cycle path or on the grass, between Gates 2 and 3 (opposite the bike racks). When your child is at the front of the queue, please wave to acknowledge your arrival. Your child will then be released to you

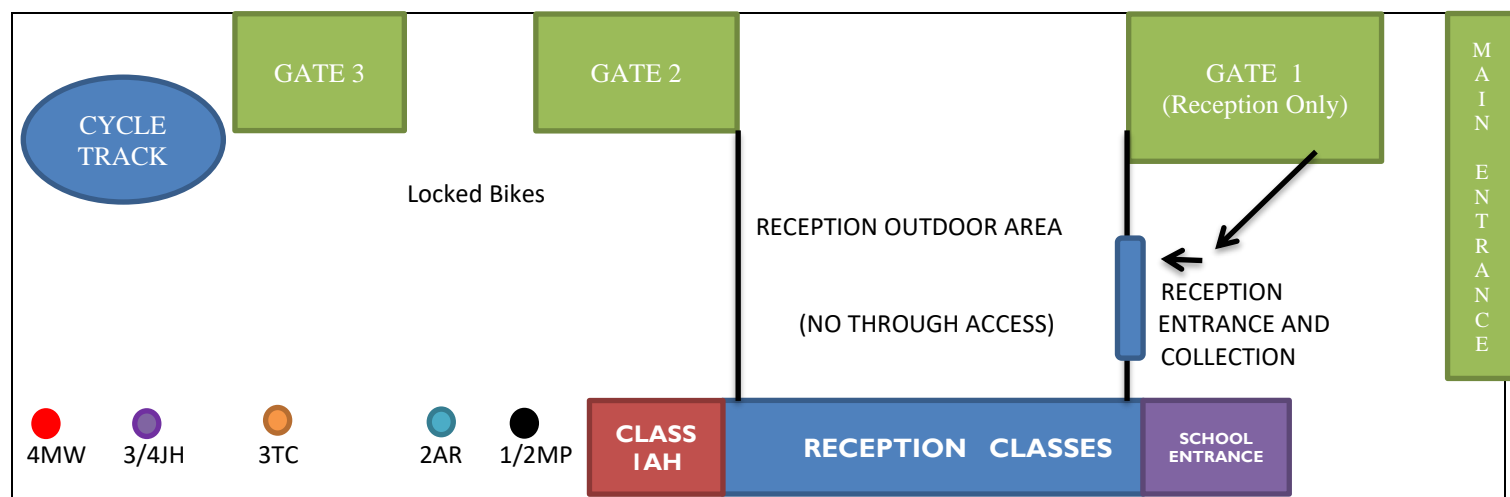
### Classes 3/4 & 4

Any families dropping off children can do so from either Gate 2 (the middle Gate) or Gate 3 (lower gate) by 8:55am. Children will enter school through the KS2 cloakrooms, around the back of the school building. When picking up, families may stand outside the school gates, or in school grounds, by the cycle path or on the grass, between Gates 2 and 3 (opposite the bike racks). When your child is at the front of the queue, please wave to acknowledge your arrival. Your child will then be released to you.

### Years 5 & 6

Children in years 5 & 6 walk themselves to, and from, their entrance at the rear of the building. Any families dropping off, or picking up, should do so from either Gate 2 (the middle Gate) or Gate 3 (lower gate) by 8:55am.

Any children not collected by 3:30pm, when the gates are locked, will be taken by the staff on duty to the main reception to be safely collected from there.



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/scooter.

### 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 2023-24. Once finalised, the offer for clubs will be sent out in writing 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 and reading books will be given out on Friday 15<sup>th</sup> 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 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 1AH and Class 1/2MP

12:25pm – Class 2AR

12:30pm – Class 3TC & Class 3/4JH

12:35pm – Class 4MW & Class 5DBM

12:45pm – Class 5/6JM & Class 6GE

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 a drink in a plastic bottle or carton (not fizzy) for lunch, if they wish, although drinks (water) are provided in the dining hall. 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/policies>. 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. Please note: we cannot be held responsible for any loss or damages that occur, or misuse 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 Forum – Ways to Create a Positive Dialogue**

Our Parent Forum is designed to offer the perfect chance to raise any thoughts, ideas, concerns or praise. They offer unscripted access to senior leadership and the wider team. They provide the chance to see the next steps, latest plans and reflections of the headteacher and her team. You have the opportunity to see the passion, pressures, desire and commitment that comes with operating a modern academy in a very open forum designed for all. This way of working with the academy has brought about many tweaks and changes. Please follow our suggested routes for thoughts and feedback. This is the only way to ensure that your voice is heard and can then impact upon future provision.

## **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 paid for a wellbeing group to come to school to lead an assembly and hold workshop sessions with children. 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@stjamesacademy.co.uk](mailto:admin@stjamesacademy.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**

Parents should leave children at the school gates on a morning. 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, parents can wait for their children by the cycle track or on the grass by Gates 2 and 3 (opposite the bike racks). We ask parents to stand behind the path, keeping it clear for children to make their way safely to the adults collecting them. **We also ask that children remain supervised by adults during these times of day 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.**

### **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 Years one to six. 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 expected to fulfil their role as a Football Referee for the whole term and will be role models for children outside the classroom. They will be chosen from Year 5 and 6 and may be asked to continue beyond one term.

#### **Foundation Friends.**

Foundation Friends will be chosen to support the foundation 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 expected to fulfil their role as a Leader until February half term and will be role models for children outside the classroom. They will be chosen from Year 5 and 6 children and may be asked to continue beyond one term.

#### **Lunchtime Leaders**

Leaders will be chosen to take on responsibilities for running and supporting lunchtime supervision outside in the playground. Again, these will be nominated at the start of each term, based on their leadership skills and desire to work with other children. They will be expected to fulfil their role as a Leader for the whole term and will be role models for children outside the classroom. The Leaders will be chosen from Year 5 and 6 and the children may be asked to continue beyond one term.

#### **Prefects and BEAM Ambassadors**

Prefects and 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 Prefects and Ambassadors is the highest accolade 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 a special worship the 2<sup>nd</sup> 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**

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

Step 2: Assistant Headteachers

Step 3: Deputy Headteacher

Step 4: Headteacher

Step 5: 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](mailto:safeguarding@stjamesacademy.co.uk), [assistanthead@stjamesacademy.co.uk](mailto:assistanthead@stjamesacademy.co.uk) or [senco@stjamesacademy.co.uk](mailto: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**

RWI books will be 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 will move onto scheme levelled books to ensure progression. We ask parents to read regularly at home in addition to monitoring in school. Books will then be changed as soon as possible 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 the week commencing 18<sup>th</sup> September 2023.**

## **Reporting to Parents**

Children receive a detailed annual report in July and 2 progress summary sheets (one in January and one in April). There are 3 Parents Evenings per year that start at 3.20 and run late into the evening. The first Parents Evening will be on Wednesday 18<sup>th</sup> October. This is optional and parents do not need to attend. 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 Parents Evenings in January and April. 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**

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. The **Attitude to Learning** matrix (**see back of handbook**) is used as the basis for the following reward system. 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.

## **Sanction System**

The sanction system uses the **Attitude to Learning** matrix (**see back of handbook**). This acts as a threshold for particular levels of sanction, they are:

1. Verbal warning
2. Written warning, initials recorded for remainder of the day (but not publicly displayed).
3. Ticket - They visit a member of senior leadership to discuss the concern/s and next steps that may be/are required and expected, including a possible letter home.
4. Meeting or conversation with parents/carers dependent upon number of letters received during the academic year.
5. New personalised reward and sanction system deployed as required (meetings with parents/carers to continue).

The choice of sanction is dependent upon the severity and persistent nature of behaviours outlined in the **Attitude to Learning** matrix. (**See back of handbook.**) See the Behaviour and Discipline Policy for more information.

If a child is asked to visit a member of SLT to discuss their behaviour, they may then be given a letter to take home to parents to highlight the situation. This letter will have a reply slip which requires signing and returning to Mr Wildey the following day. The letter will outline expectations and whether further discussion, personalised steps or support need to be used to move on from the current stage 3 situation or whether this would be the end of the matter.

**Mr Wildey is the behaviour leader in school and would be the first point of contact for such matters via [assistanthead@stjamesacademy.co.uk](mailto:assistanthead@stjamesacademy.co.uk)**

*\* 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.** Violence letters and retaliation letters will be sent out automatically upon this occurring. 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 playground time 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.

## Rewards

Type of Reward	Reason	Given By
Verbal	<ul style="list-style-type: none"> <li>- Adults give out lots of verbal praise for lots of different reasons.</li> <li>- Never underestimate the impact of verbal praise.</li> </ul>	All adults
Stickers	<ul style="list-style-type: none"> <li>- Given to children in EYFS and KSI who have completed work/answered questions/followed instructions/made the right choices</li> </ul>	All adults
House Points	<ul style="list-style-type: none"> <li>- Given to all children who have contributed in lessons, completing work to an expected standard</li> <li>- The house which has received the most house points at the end of the term will receive an reward e.g. non-uniform day</li> </ul>	All adults
Pot of Gold/Outstanding Certificates	<ul style="list-style-type: none"> <li>- Given to children who have reached the top of the weather chart/ladder on that day</li> <li>- This is for excellent behaviour, readiness to learn, following school routines and conduct around school</li> <li>- Names of children who have achieved the Pot of Gold/Outstanding have their name put into a box for a “draw” to win a book of their choice.</li> </ul>	All adults
Vision Certificates	<ul style="list-style-type: none"> <li>- Vision certificates are given out on a Friday</li> <li>- These are for children who have lived the school vision throughout the week</li> </ul>	All adults
Badges	<ul style="list-style-type: none"> <li>- For children who show consistency with their behaviour and work over a sustained period of time</li> <li>- They have the opportunity throughout the year to achieve a bronze, silver, gold and platinum badge</li> <li>- Children will receive the badges at different points throughout the year</li> </ul>	Class Teachers
Roll of Honour	<ul style="list-style-type: none"> <li>- Given to children who during a half term have made individual progress, living our school vision and showing pride in what they do</li> <li>- It is given to children who are role models for the school with their attitude to learning and school life</li> <li>- Individual progress can be socially, academically and physically.</li> </ul>	Class Teachers
Headteacher Award	<ul style="list-style-type: none"> <li>- Awarded to children who have gone above and beyond during a week and have been recognised by the Headteacher</li> </ul>	Headteacher
Star of Safety	<ul style="list-style-type: none"> <li>- Each Friday Ambassadors announce how many stars are to be awarded for the children meeting the agreements on the Star of Safety</li> <li>- At the end of each term the number of stars earned is converted into minutes and this results in that many minutes as a reward afternoon e.g. playing games, films, crafts</li> </ul>	Ambassadors, Behaviour Lead & SLT





## **Snacks and Drinks**

All children may bring a drink in a plastic bottle or carton (not fizzy) for lunch, if they wish, although drinks (water) are provided in the dining hall.

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  
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**

8.45am:	Gates Open
8.45am – 8:55am:	Doors Open
8:55am – 9:00am	Registration
10:50am – 11:10am:	Collective Worship
12:00pm – 1:00pm:	Lunchtime – RECEPTION ONLY
12:15pm – 1:15pm:	Lunchtime – KS1 and KS2
3:15pm:	End of School Day

## **Uniform**

If uniform is not adhered to then parents will be contacted by a member of the senior leadership team, first verbally and then, if required, in writing, and 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 plimsols 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](http://www.myclothing.com) Telephone: 0800 069 9949
- Trutex, Northgate, Wakefield, WF1 3BX, email [wakefield@trutex.com](mailto: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 must not be worn - including nail varnish.**

**\*\*Any earring should be taped over before coming to school each day, to prevent any potential injuries when in school.**

**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 as well but 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.

## APPROACH AND CONTRIBUTION TO LEARNING AND LIFE AT ST JAMES' – A SIMPLE MATRIX

*The core of our vision and values in action.*



Reward Systems  
System

Warning & Consequence

	Outstanding	Motivated	Requires Improvement	Unacceptable
<b>Contribution to Wider School Life</b>	<ul style="list-style-type: none"> <li>* Actively takes on leadership roles within school and positively influences children across school.</li> <li>* A role model in terms of manners, movement around school and respect for friends and peers.</li> <li>* Do not require adult reminders or presence to display expected behaviours.</li> </ul>	<ul style="list-style-type: none"> <li>* Take on leadership roles when asked and deliver them effectively.</li> <li>* Manners, movement around school and respect for others do not require reminders – except in rare circumstances.</li> <li>* Adult reminders or presence to display expected behaviours is rarely needed.</li> </ul>	<ul style="list-style-type: none"> <li>* Reluctant to take on leadership roles.</li> <li>* Manners, movement around school and respect for others often require reminders.</li> <li>* Behaviour is often different when adults, and/or senior teachers, are not present.</li> </ul>	<ul style="list-style-type: none"> <li>* Avoids taking on leadership roles and rarely completes tasks given.</li> <li>* Manners, movement around school and respect for others require reminders daily.</li> <li>* Behaviour is consistently poor outside of class and regular reminders are required.</li> <li>* Physically hurting anyone with intent</li> </ul>
<b>Approach to Learning</b>	<ul style="list-style-type: none"> <li>* Dedication and enthusiasm.</li> <li>* Seeks 'next steps' for learning.</li> <li>* Takes a major part in lessons.</li> <li>* Outstanding role model.</li> <li>* Produces work which is of a consistently high standard and/or over and above individual expectations.</li> <li>* Can lead their own learning.</li> <li>* Will give support to others.</li> <li>* Outstanding presentation at all times.</li> <li>* Never off task.</li> <li>* Never needs to be reminded about behaviour expectations.</li> </ul>	<ul style="list-style-type: none"> <li>* Positive attitude towards their own learning.</li> <li>* Has an active role in all activities.</li> <li>* Works hard to produce work to at least their expected level.</li> <li>* Asks relevant questions and volunteers answers.</li> <li>* Good standard of presentation.</li> <li>* Rarely off task.</li> <li>* Rarely needs to be reminded about behaviour expectations.</li> </ul>	<ul style="list-style-type: none"> <li>* Occasionally asks questions or offers answers.</li> <li>* Often passive in group activities and in learning overall.</li> <li>* Completes most work set but usually minimum amounts.</li> <li>* Presentation is inconsistent and can be poor, often reminders are needed.</li> <li>* Needs reminding of behaviour expectations.</li> <li>* Sometimes off task and, as a result, not fully prepared for learning.</li> </ul>	<ul style="list-style-type: none"> <li>* Poor attitude to learning.</li> <li>* Creates a negative effect on the learning environment for others.</li> <li>* Consistently fails to produce work to their expected level and as a result consistently fails to meet success criteria.</li> <li>* Presentation is poor and reminders have to be given regularly about expectations.</li> <li>* Consistently needs reminding of behaviour expectations.</li> <li>* Often off task and, as a result, is not prepared to learn effectively.</li> </ul>
<b>Attitude to Homework</b>	<ul style="list-style-type: none"> <li>* Consistently produces homework of a high standard or above what is expected of them.</li> <li>* May gain further knowledge by completing extra research/activities.</li> </ul>	<ul style="list-style-type: none"> <li>* Meets homework deadlines.</li> <li>* Consistently produces work to their level.</li> </ul>	<ul style="list-style-type: none"> <li>* Meets homework deadlines but due to a lack of effort occasionally does not produce homework to their expected level.</li> </ul>	<ul style="list-style-type: none"> <li>* Misses homework deadlines.</li> <li>* Consistently produces homework below their expected level.</li> </ul>



## **‘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 and Class 5

**Tuesday:** EYFS and Class 5/6

**Wednesday:** Class 2 and Class 6

**Thursday:** Class 1/2 and Class 3, Class 3/4, Class 4

**\*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. You can find the full PE timetable on our website:  
<https://www.stjamesacademy.co.uk/page/physical-education/123549>