



Crigglestone St James CE Primary Academy

The Knowledge

Key Information & Handbook for All
2017/2018



A MESSAGE FROM THE HEADTEACHER

A warm welcome to so many friends, old and new, as we embark upon the new academic year. Myself, and my team, are ready to continue working alongside you.

St James is a school that can take advice, listen to criticism, be strong and have conviction when required, yet accept that we are human. We are not afraid to try new ideas and make changes that we believe will improve the learning experience for our children. I expect the best from everyone – particularly in terms of the attitude to life at St James. However, this will not be at the expense of losing a sense of fun and using a common sense approach.

Be in no doubt that teaching and learning is our passion. It is our drive. It is our reason for being here. Being a dedicated teacher is more than a job it literally is a way of life – never underestimate the desire that every member of my team here possess and how every decision is taken with care and with the best intentions. Everything is geared towards our children’s academic and social development in equal measure. We wish to see each child achieving their optimum academically but with the social skills needed to ensure that knowledge is guided by a moral and spiritual conscience that will make a better future for all.



Let’s build together.

Mr G T Denton
Headteacher

OUR MISSION STATEMENT AND AIMS

‘A constant heartbeat throughout the school.’

We aim to provide a quality education which enables each child to achieve their full potential within a caring Christian environment.

Through our daily actions we encourage our children in a way which nurtures concepts such as sensitivity to the needs of others and mutual respect, whilst helping them to search for a faith that has meaning for them.

Christian values and British values are at the core of our school life and we encourage respect for other faiths by giving children knowledge of other major world religions.

We aim for the balance between spiritual, moral, social and academic emphasis and this to be the constant heartbeat throughout St James.

CHRISTIAN VALUES & BRITISH VALUES

At St James, our curriculum is formed upon key Christian values. These are:

	Trust	Hope	Peace
Forgiveness		Koinonia	Thankfulness

British values form a constant focus throughout the year ranging from thematic days, to leadership opportunities and primarily within our daily curriculum. They form a central part of policy and planning.



Aims of the Academy

- To make clear that this is a Church school and to develop spiritual awareness and to make children aware of different beliefs, being tolerant, understanding and show respect for all others.
- To provide a safe, well-organised, supportive, celebratory and stimulating environment
- Encourage our children to express and experience excitement, curiosity, co-operation, enthusiasm, interest, independence, resilience and reflection about their learning experiences and take pride in belonging.
- Encourage everyone to behave sociably and take responsibility for their actions, which helps to provide a safe environment where everyone's contribution is valued. **The term 'forgiveness never ends....' is key to our philosophy.**
- We aim to generate a curriculum and ethos which is built upon Christian values and British values and ensure a daily act of collective worship remains at the heart of our school.
- We expect our children to learn to read, communicate and calculate to their highest standards.
- We expect our staff to work hard, be enthusiastic and committed to providing a quality learning experience.

'We aim to ensure that our children leave St. James not only achieving as highly as they can, but with the social skills, moral awareness, values and attitudes to use their achievements to create a better, safer society where they can prosper and make a difference as active participants in society.'

We have captured our Mission Statement, aims and values in the following motto, initially using the words of A.A. Milne to help us....

By the time you leave St. James promise us you'll always remember that....

'...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.'





STAFFING

Headteacher: Mr G Denton (Deputy Safeguarding Lead)

Deputy Headteacher: Mr L Swift (Designated Safeguarding Lead)

Assistant Headteacher: Mrs A Hambleton

Assistant Headteacher: Miss B Hirst

Reception Class Teachers: Mrs S Clarke & Mrs A Hambleton

Year 1 Class Teacher: Mr T Wildey

Year 1/2 Class Teacher: Mrs D Brown

Year 2 Class Teacher: Miss M Purves (Development Plan Leader 17/18)

Year 3 Class Teacher: Miss S Howgate

Year 3/4 Class Teacher: Miss B Hirst

Year 4 Class Teacher: Miss V Bennett

Year 5 Class Teacher: Miss E Court

Year 5/6 Class Teacher: Miss C Shallcross

Year 6 Class Teacher: Mrs C Joyce (Development Plan Leader 17/18)

Class Teachers: Mrs J Butterworth & Mrs D Lewis

Inclusion Leader: Mrs Y Grant (Deputy Safeguarding Lead)

Learning Mentor: Mrs H Lloyd (Deputy Safeguarding Lead)

Senior Technician: Mrs B Rawlinson

Education Support Assistants

Mrs C Barns

Mrs M Bramald

Mrs T Critchlow

Ms N Day

Mrs D Harding

Miss J Ingham

Mrs J King (HLTA)

Mrs L O'Connor

Mrs C Parsons (HLTA)

Mrs A Paton

Mrs B Rawlinson

Mrs F Shaw

Mrs E Tomlinson-Drewell

Mrs C Treherne

Mrs K Wainwright

Mrs C Wightman-Smith

Lunchtime Supervisory Assistants

Miss J Ingham

Mrs S Waldron

Miss E Crowther

Mrs D Ely

Mrs L O'Connor

Mrs A Paton

Mrs E Tomlinson-Drewell

Mrs F Walsh

Mrs C Wightman-Smith

Mrs B Woodward

Lunchtime & Extra-Curricular Sports Play Manager

Relief Lunchtime Sports Play Manager

Administration Team

Office Manager: Miss E Crowther

School Business Manager: Mrs R Everitt

Administration & Finance Assistant: Mrs H Batty

Caretaker: Mr J Shaw



GOVERNORS

Mr G Hooks	Chair of Governors
Mrs C Watkins	Vice-Chair of Governors & Chair of Resources Committee
Mrs V Wightman	Chair of Standards Committee
Mr B Denson	
Mr G Denton	Headteacher
Revd K Greaves	
Mrs A Hambleton	
Miss B Hirst	
Mrs N Priestley	
Mrs C Sadler	
Mrs S Shaw	
Mr L Swift	
Mr K Wainwright	

Contacts

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

Website: www.stjamesacademy.co.uk

Email: admin@stjamesacademy.co.uk headteacher@stjamesacademy.co.uk

Please note that only e-mails that are sent to our admin or headteacher email addresses will be dealt with. The headteacher will then contact the relevant member of staff to respond accordingly. Emails must not be sent directly to any other staff members in the first instance.

Phone No & Fax: 01924 251048

Registered in England No. 8097265 An exempt charity

* 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 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.



DATE	CORE EVENTS CALENDAR 2017-2018	WHO
AUTUMN 1 2017		
Monday Sept 4	INSET DAY: SCHOOL CLOSED	All
Tuesday Sept 5	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
Monday Sept 18	6.00 INFORMATION EVENING & PARENT FORUM 1 'AN I CAN HELP' EVENT	All
Friday Sept 22	IF I RULED THE WORLD – INCLUSIVE DEMOCRACY THEME DAY	All
Tuesday Oct 3	Individual & Family Photographs	All
Wednesday Oct 4	3.20 – 9.00 PARENTS EVENING (Drive Time Break 5.30 – 6.15)	All
Monday Oct 16	2.15: RECEPTION CHILDREN'S PROUD TO BE ME ASSEMBLY	Reception
Wednesday Oct 18	LONDON RESIDENTIAL FOR YEAR 5	Year 5
Thursday Oct 19	LONDON RESIDENTIAL FOR YEAR 5	Year 5
Friday Oct 20	9.30 HARVEST FESTIVAL @ ST JAMES CHURCH	All
Friday Oct 20	LAST DAY OF HALF-TERM	All
SCHOOL IS CLOSED IN THE WEEK BEGINNING MONDAY 23RD OCTOBER FOR HALF-TERM. WE RE-OPEN ON MONDAY 30TH OCTOBER.		
AUTUMN 2 2017		
Monday Oct 30	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
November 1-8	BIKEABILITY	Year 5
Thursday Nov 2	9.00 & 2.15: I CAN HELP READ, WRITE, INC...	Reception
Tuesday Nov 14	5.00 RECEPTION BEDTIME STORIES	Reception
Mon-Thurs Nov 13-16	TRAVELLING BOOKS BOOK FAIR	All
Friday Nov 24	TANZANIA INTERNATIONAL THEME DAY	All
Tuesday Dec 12	2.30: RECEPTION CHRISTMAS CONCERT	Reception
Wednesday Dec 13	2.00: YEAR 1/2 CHRISTMAS SHOW PERFORMANCE	Year 2
Thursday Dec 14	2.00 & 6.00: YEAR 1/2 CHRISTMAS SHOW PERFORMANCE	Year 2
Monday Dec 18	NON-UNIFORM FOR RECEPTION CHILDREN - CHRISTMAS PARTY DAY	Reception
Tuesday Dec 19	NON-UNIFORM FOR YEAR 3 & 4 CHILDREN - CHRISTMAS PARTY DAY	Year 3 & 4
Wednesday Dec 20	NON-UNIFORM FOR YEAR 5 & 6 CHILDREN - CHRISTMAS PARTY DAY	Year 5 & 6
Thursday Dec 21	NON-UNIFORM FOR YEAR 1 & 2 CHILDREN - CHRISTMAS PARTY DAY	Year 1 & 2
Friday Dec 22	9.30 CHRISTMAS SERVICE @ ST JAMES CHURCH	All
Friday Dec 22	LAST DAY OF HALF-TERM	All
SCHOOL IS CLOSED IN THE WEEKS BEGINNING MONDAY 25TH DECEMBER & 1ST JANUARY. WE RE-OPEN ON TUESDAY 9TH JANUARY.		
SPRING 1 2018		
Monday Jan 8	INSET DAY: SCHOOL CLOSED	All
Tuesday Jan 9	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
Friday Jan 12	Autumn Term Reports Out	All
Tuesday Jan 16	9.15: 4VB PROUD TO BE ME ASSEMBLY	4VB
Tuesday Jan 16	1.45 – 2.40 'Understanding Communion @ St James Church' 6CJ	6CJ
Monday Jan 22	6.15 PARENT FORUM 2	All
Tuesday Jan 23	9.15: 3/4BH CHILDREN'S PROUD TO BE ME ASSEMBLY	3/4BH
Tuesday Jan 23	1.45 – 2.40 'Understanding Communion @ St James Church' 5/6CS	5/6CS
Tuesday Feb 6	9.15: 3SH CHILDREN'S PROUD TO BE ME ASSEMBLY	3SH
Tuesday Feb 6	1.45 – 2.40 'Understanding Communion @ St James Church' 5EC	5EC
Thursday Feb 8	Class Group Photographs 3.20 – 9.00 PARENTS EVENING (Drive Time Break 5.30 – 6.15)	All
Tuesday Feb 13	9.15: 6CJ CHILDREN'S PROUD TO BE ME ASSEMBLY	6CJ
Tuesday Feb 13	1.45 – 2.40 'Understanding Communion @ St James Church' 4VB	4VB
Friday Feb 16	LAST DAY OF HALF-TERM	All
SCHOOL IS CLOSED IN THE WEEK BEGINNING MONDAY 19TH FEBRUARY. WE RE-OPEN ON MONDAY 26TH FEBRUARY.		



Crigglestone St James CE Primary Academy: The Knowledge 2017/2018

DATE	CORE EVENTS CALENDAR 2017-2018	WHO
SPRING 2 2018		
Monday Feb 26	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
Tuesday Feb 27	9.15: 5/6CS PROUD TO BE ME ASSEMBLY	5/6CS
Tuesday Feb 27	1.45 – 2.40 'Understanding Communion @ St James Church' 3/4BH	3/4BH
Tuesday Mar 6	9.15: 5EC PROUD TO BE ME ASSEMBLY	5EC
Tuesday Mar 6	1.45 – 2.40 'Understanding Communion @ St James Church' 3SH	3SH
Thursday Mar 8	6.30 MUSICAL CABARET 'SONGS FROM THE CHOIR' (DUE TO SNOW – NOW TUESDAY 27 TH MARCH @ 6.30pm)	Choir
Monday Mar 12	INSET DAY: SCHOOL CLOSED	All
Tuesday Mar 13	2.15: RECEPTION CHILDREN'S PROUD TO BE ME ASSEMBLY	Reception
Tuesday Mar 20	6.00: YEAR 3/4 SHOW PERFORMANCE	Year 4
Wednesday Mar 21	1.45 – 2.40 'Understanding Communion' Reception/Year1/Year 2 @ School	Rec/Y1/Y2
Thursday Mar 22	2.00 & 6.00: YEAR 3/4 SHOW PERFORMANCE	Year 4
Mon-Fri Mar 26-29	HOLY WEEK ACTIVITIES AT ST JAMES	All
Thursday Mar 29	9.30 EASTER SERVICE @ ST JAMES CHURCH	All
Thursday Mar 29	Spring Term Reports Out	All
Thursday Mar 29	LAST DAY OF HALF-TERM	All
Friday Mar 30	GOOD FRIDAY: BANK HOLIDAY – SCHOOL CLOSED	All
SCHOOL IS CLOSED IN THE WEEKS BEGINNING MONDAY 2ND & MONDAY 9TH APRIL. WE RE-OPEN ON MONDAY 16TH APRIL.		
SUMMER 1 2018		
Monday Apr 16	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
Thursday Apr 19	3.20 – 9.00 OPTIONAL POST REPORT MEETINGS (Drive Time Break 5.30 – 6.15)	All
Friday Apr 20	CLASSIC ADVENTURES – BOOK DAY (RE-ARRANGED) – FANCY DRESS NON-UNIFORM	All
Tuesday Apr 24	9.15: 2MP CHILDREN'S PROUD TO BE ME ASSEMBLY	2MP
Monday Apr 30	6.15 PARENT FORUM 3	All
Tuesday May 1	9.15: 1TW CHILDREN'S PROUD TO BE ME ASSEMBLY	1TW
Thursday May 3	INSET DAY: SCHOOL CLOSED	All
Friday May 4	INSET DAY: SCHOOL CLOSED	All
Monday May 7	MAY DAY HOLIDAY: SCHOOL CLOSED	All
Wednesday May 9	9.15: 1/2DB CHILDREN'S PROUD TO BE ME ASSEMBLY	1/2DB
Friday May 11	QUIZ NIGHT 2018	All
Mon-Fri May 14-18	YEAR 6 SATS WEEK	Year 6
Thursday May 24	THE GREAT EGG-SPERIMENT! A SCIENCE THEME DAY	All
Friday May 25	LAST DAY OF HALF-TERM	All
SCHOOL IS CLOSED IN THE WEEK BEGINNING MONDAY 28TH MAY. WE RE-OPEN ON MONDAY 4TH JUNE.		
SUMMER 2 2018		
Monday June 4	SCHOOL OPEN: FIRST DAY OF HALF-TERM	All
Friday June 8	1.30: 'WE ARE THE CHAMPIONS' RECEPTION SPORTS DAY	Reception
Mon-Fri June 11-15	YEAR 1 PHONICS SCREENING WEEK	Year 1
Tuesday June 12	6.30 MUSICAL CABARET 'MUSICIANS GALORE'	Musicians
Friday June 15	9.15: 'WE ARE THE CHAMPIONS' YEAR 5 & 6 SPORTS DAY	Year 5 & 6
Sunday June 17	KINGSWOOD WEEK DEPARTURE DAY	Year 4 & 6
Friday June 22	KINGSWOOD WEEK RETURN DAY	Year 4 & 6
Mon-Thurs June 25-28	SCHOLASTIC BOOK FAIR	All
Friday June 29	9.15: 'WE ARE THE CHAMPIONS' YEAR 3 & 4 SPORTS DAY	Year 3 & 4
Thursday July 5	CHANGEOVER MORNING 3.20: MEET THE TEACHER	All
Friday July 6	9.15: 'WE ARE THE CHAMPIONS' YEAR 1 & 2 SPORTS DAY	Year 1 & 2
Friday July 6	ON WITH THE SHOW – THEATRE CLUB	Year 5
Tuesday July 17	6.30: YEAR 5/6 SHOW PERFORMANCE	Year 6
Thursday July 19	2.00 & 6.30: YEAR 5/6 SHOW PERFORMANCE	Year 6
Friday July 20	End of Year Reports Out	All
Tuesday July 24	END OF YEAR LEAVERS SERVICE 10.00 FOR YEAR 6 PARENTS @ ST JAMES CHURCH	Year 6
Tuesday July 24	LAST DAY OF SCHOOL YEAR	All
SCHOOL IS CLOSED FROM WEDNESDAY 25TH JULY. WE OPEN FOR THE 2018/2019 ACADEMIC YEAR ON TUESDAY 4TH SEPTEMBER 2018.		



The handbook is written in alphabetical order from here onwards with separate appendices at the back containing additional information.

Attendance & Lateness

PLEASE READ THE ATTENDANCE & PUNCTUALITY POLICY TO ACCOMPANY THIS. IT CONTAINS IMPORTANT MESSAGES.

Outstanding attendance **of 98% or more**, will receive a certificate of 'outstanding attendance' each term, given out at the Pride Awards morning. Each week, whole classes, who have attendance of 98% or more, receive a counter to add to our attendance graph and the class with the top attendance receive our 'Attendance Owl'. Half termly 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.

Any arrival after 8.55 will result in a late mark on the register, if a child arrives after 9.25 this is then classed as an unauthorised lateness (unless school has been notified of the reason for lateness). **Children must use the main entrance, after 8.55, and record their arrival with a reason given by parent or appropriate adult at that time. Children must be accompanied into school after 8.55 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 **Chair of Standards Committee**. The outcome of this request will then be relayed to the families at the earliest opportunity. Timing requests well in advance of any holiday is advised as requests will be taken to the next meeting after submission.

STANDARDS COMMITTEE DATES 2017/2018

Friday 15th September

Friday 3rd November

Friday 12th January

Friday 2nd March

Friday 20th April

Wednesday 18th July

Drop Off and Pick Up Arrangements

RECEPTION

For the first week only, parents are invited into class each morning from 8.45-9.10am to spend time with their child undertaking a learning activity. This is a chance to share and celebrate the children's learning. After this initial week – we would like parents to drop the children off at the reception gate by 8.55am and to say their goodbyes there.

If parents have any questions or queries if they could pass them onto the member of staff at the gate and if they're unable to answer the questions they'll pass it onto the class teacher who will be in touch at the first opportunity.

Reception finishes at 3.10pm, the top gates (entrance 1), at the front of the academy, will be opened at 3.05pm for parents to make their way round to the same gate where they drop children off. Parents will be able to chat with reception staff each Thursday from 3.15-3.45pm as they are welcome to stay after collection and share any thoughts and, in particular, to discuss homework with Mrs Hambleton and Mrs Clarke.

YEAR 1 & 2

Children in all three classes have their own cloakroom and entrance attached to their classrooms. They should enter and exit from there. Any families dropping off may bring the children to the ramp at the entrance to each cloakroom. When picking up, families should do so from the middle and lower gates (entrance 2 & 3) at the front of the academy but not on the playground itself. Please wave to acknowledge your arrival when the children are lining up to leave at the end of the day. Your child will then be released to you.

YEAR 3 & 4

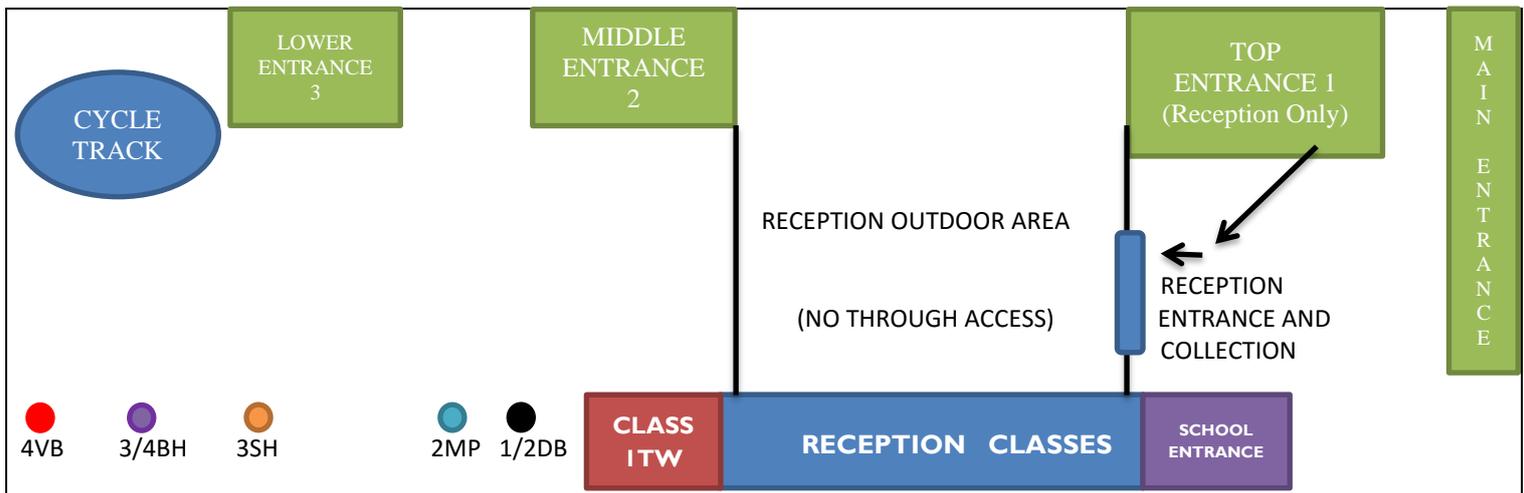
Any families dropping off, or picking up, should do so from the lower gate (entrance 3) at the front of the academy.

Please wave to acknowledge your arrival when the children lining up at to leave at the end of the day. Your child will then be released to you. We encourage parents to gather on the cycle track to collect your children. This makes best logical use of space and avoids too many people gathering in the same positions – this also provides the best sight lines to your child's release point and assists the class teacher.

YEAR 5 & 6

Children in year 5 & 6 walk themselves to, and from, to their entrance at the rear of the building. Any families dropping off, or picking up, should do so from the lower gate (entrance 3) at the front of the academy.

Any children not collect by 3.30, when the gates are locked, will be taken by the staff on duty to the main reception to be safely collected from there.



Emergency Closure

In the event of an emergency closure, please do not ring the school. We will inform you by text, and also put a message on our school website. We will inform the local radio station (Ridings FM) who will also put it on their website. We will also 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 a yellow 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.

Extra-Curricular Clubs

A range of extra-curricular clubs are available in 2017/2018. The choice is currently being finalised and the offer for the full year will be sent out in writing and posted on the website by the end of the first week of Autumn Term 2017. Our new community library is open immediately after school (Monday-Thursday). **Individual letters will be sent out by the club leaders at the relevant times – these will also give the final club arrangements and finish times.**

Homework

Set on a Friday, handed in by Tuesday – across school.
 1 piece of English related homework. 1 piece of maths related homework.
 Ongoing spellings/spelling patterns to revise and appropriate multiplication tables to learn.

House System

There are four 'houses' named after a 'British Olympic Hero'. 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.

Whitlock – Red

Brownlee – Green

Storey - Blue

Trott – 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 or has been feeling slightly unwell** during school time to make you aware of this. As a first point of contact, we will use immediate next of kin then work down the emergency contact list that has been provided by yourself. **If details/circumstances change, the main office must be contacted as soon as possible.**



Lunchtimes

- 11.45– Reception (Gradually moving towards 12.00 across the year.)
- 12.15 – Class 1TW and Class 1/2DB
- 12.25 – Class 2MP
- 12.30 – Class 3SH & Class 3/4BH
- 12.35 – Class 4VB & Class 5EC
- 12.45 – Class 5/6CS & Class 6CJ

Prefects & Sports Leaders, with leadership responsibilities at lunchtime, take lunch as soon as possible.

All children in Foundation Stage and KSI 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 are provided in the dining hall.

A band system is used for the children to order their lunch upon arrival. This ensures that their choice is ready for their lunchtime sitting. Therefore there is no detriment to being on last lunch!

Caterlink are our lunchtime providers. They rotate and update their menu termly. Menus are usually available to view on the school website prior to the start of each new term.

There are four menu choices: Red & White – cooked meal; Orange – Jacket Potato; Green – school packed lunch.

The school governors have formed a working group who undertake regular reviews of the school menu and the school lunch experience – reporting back to governors at subsequent meetings.

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 academy nursing.

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.

Music Lessons

Music instrument lessons are available to children from year 4 onwards 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. Further information is dispatched from June/July onwards each year and our Business Management Team will be happy to discuss the payment systems, protocols and methods with you.

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 his 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 (one of which you are reading now). 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.



Payments

From September 2017, we will operate a cashless system. **This means, that apart from small donations or sales of one off items, we will no longer accept cash or cheque payments. All communications and payments will be made via PMX (Parentmail) - an online payment service which allows you to pay for school items on your smartphone, tablets 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 for any reason you are unable to make payments online or can't access the internet, a PayPoint barcode can be printed out in school, enabling you to pay at your local PayPoint store. If you wish to pay for dinners via PayPoint please speak to the finance office, who will print your barcode which you can then use every time you need to top up. Trips and activities require a unique barcode and will be distributed as required.

If you haven't already, please ensure you have signed up to Parentmail2. 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 then please contact Mrs Everitt via the aforementioned school office.

Playground Rules – Before and After School

Unfortunately, we must request that the playground, **including cycle track, golf course and adventure trail**, is not used once the children have been collected from St James at the end of the day or at the start of the day before entering. These are not times of day when we would supervise the children in these areas and therefore to avoid any concerns, injuries or problems we must ask that the children are not allowed to play on site at these times. **We also ask that children remain fully with adults during these times of day and are not left to run around the playground. This includes pre-school age children.**

Prefect System

We operate a '**Leaders in Learning**' system using different categories. It works at 3 levels:

Class Captains (Awarded to children in Year 1 to Year 4)

Every class in these year groups will have 2 Class Captains (Junior Prefects). At the beginning of each term, the staff will elect 2 Class Captains based on their outstanding attitude and effort in class. These Class Captains will be the class role models and be given responsibilities to fulfil which will enable them to lead by example and encourage others to follow. The staff in school will look towards these Captains to promote high expectations across school. 2 new Class Captains will be elected at the start of every new term.

Lunchtime Leaders

Leaders will be chosen to take on responsibilities for running and supporting lunchtime supervision (jobs and activities both inside and outside). Again, these will be nominated at the start of each term, based on outstanding attitude and leadership skills. 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 children. A Leader may be asked to continue beyond one term.

Prefects (Senior Prefects)

Prefects will be chosen based on exemplary attitudes and behaviour, and expected to fulfil numerous roles around school such as '**BEAM Ambassadors**', '**Reception Friends**' and '**Parents' Evening Guides**'. These will be nominated at the start of each term from the Year 5 and 6 classes. The role of Prefect is the highest accolade in the School Prefect 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. New Prefects will be elected each term. Prefects may be asked to continue beyond one term.

**** Badges given out to the various leader and responsibility roles within school will not necessarily be replaced if lost – as we have limited numbers for the academic year. If spares are available then we will ask for a donation of £1.**

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 and 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: Senior Leadership Team

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



Reporting to Parents

Children receive 3 reports per year. Smaller supplemental reports in January and April, and a full end of year report in July. There are 2 Parents Evenings per year that start at 3.20 and run late into the evening. There is a third and final 'Optional Report Meeting' date to discuss the Spring Term report if families wish to take this opportunity. A **Meet The Teacher** event is held each July to help with new class induction.

Reward System

The **Attitude to Learning** matrix (*see back of handbook*) is used as the basis for the following reward systems in an increasing hierarchical order. 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. ***** SEVERAL OF THE REWARDS OPERATE WITHIN THE HOUSE SYSTEM. *****

1st LEVEL: HOUSE POINTS

What do they look like? They may be verbal or written in books.
When are they used? At any time of any school day.
Who can give them out? Any member of staff.
How many might the children receive? No limit on numbers each week. It may be few. It may be many.
How will people at home find out about them? If the children tell them or if they are seen in books.

2nd LEVEL: CONDUCT TOKENS

What do they look like? These are small coloured plastic tokens.
When are they used? Outside of the classroom i.e. corridors, lunchtime, breaktime.
Who can give them out? Any member of staff.
How many might the children receive? No limit but likely to be a small number. These are harder to attain than house points.
How will people at home find out about them? If the children tell them or if the school wins the conduct award for the term and a non-uniform day and reward afternoon as a result as this.
* Tokens are posted in a clear container with a goal line posted on there. If the tokens hit the goal line then the children get their non-uniform day and reward afternoon.

3rd LEVEL: HOUSE MERIT AWARD

What do they look like? These are four nominations made weekly by staff.
When are they used? Outside of the classroom i.e. corridors, lunchtime, breaktime.
Who can give them out? Mr Denton, Mr Swift
How many might the children receive? Children may be nominated once per term – not all children will receive these. These are harder to attain and staff will have to make careful choices.
How will people at home find out about them? If the children tell them or if mug/book awards follow (see next section).



MUGS & BOOK AWARDS



The children who achieve house merit awards in the course of a week, each win: bonus points for their house; a place on the 'Roll of Honour'; a mug representing their house colour or bookmark of their choice; a chance to gain 1 of 5 books at the end of half-term prize draw. The prize draw takes place at the final Golden Assembly of each half-term. 5 previous ticket winners are then re-drawn to gain a book of their choice.

4th LEVEL: BADGES

What do they look like? They are metal badges in different designs each year. There are four levels:
1) Bronze 2) Silver 3) Gold 4) Platinum
When are they used? These can be worked towards at anytime.
Who can give them out? Your child's class teacher.
How many might the children receive? The children start each year at the beginning, trying to reach as high a level as possible. They build up by earning stamps on a central register which lead to the four levels – each level is progressively harder to attain. They must work through the levels in order. Not all of the children may attain all of the levels, however all can aspire to this – without barriers. Gold and Platinum are challenging levels!
How will people at home find out about them? The children will bring their badge home and may wear it on their uniform.
(PLEASE NOTE IF BADGES ARE LOST THEN REPLACEMENTS CAN BE OBTAINED FROM THE SCHOOL OFFICE FOR A MINIMUM RECOMMENDED DONATION OF £1 – DEPENDING UPON ENOUGH SPARE BADGES BEING IN STOCK.)



WATCH OUT FOR GOLDEN BRICKS AS EACH CLASS BUILDS THEIR OWN GOLDEN MILE!

What do they look like? These are small golden bricks given to classes for sensible movement and conduct when lining up and moving around school e.g. breaktime, lunchtime, collective worship.
When are they used? Outside of the classroom i.e. corridors, lunchtime, breaktime.
Who can give them out? Mr Denton, Mr Swift, Mrs Hambleton, Miss Hirst
How many might the children receive? Classes could receive up to four per day. They then build their golden mile on their class door. When they complete the path they earn an agreed class reward event.
How will people at home find out about them? If the children tell them about their progress and reward.



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.
3. Visit to senior leadership to discuss the concern/s and next steps that may be/are required and expected including 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.)

If a child is asked to visit Mr Swift or Mr Denton's office 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 Swift or Mr Denton 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.

** 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 and then loss of breaktime and lunchtime playground time will follow for those guilty of unprovoked violence for the remainder of that and the following day. Further sanctions are available to the headteacher if the event is deemed serious enough – this includes fixed term exclusions and internal exclusions.*

Snacks and Drinks

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

If children bring sandwiches their lunch box should contain a 'cool pack' and be placed in the 'dinner box/cupboard' as they come into their classroom. Again, we would ask that lunch boxes are marked with the child's name and class.

The children may bring a piece of fruit 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 £4 per term payable via Parent Mail.

Social Media

We ask that any pictures or films that may be taken during events are kept for personal use only and not shared in the public domain – most notably via internet forums e.g. facebook. We will contact individuals who choose to ignore this and ask them to remove images or films immediately. **PLEASE ADHERE TO THIS.**

Timetable

8.40am:	Gates Open (In Bad Weather Gates and School Doors from 8.30am)
8.45am:	Doors Open
8.55 – 9.00am:	Registration
9.00 – 10.00am:	Session 1
10.00 – 10.20am:	Collective Worship
10.20 – 10.35am:	Break
10.35 – 12.15pm:	Session 2 + multiplication tables/spellings/reading
12.15 – 1.15pm:	Lunchtime
1.15 – 1.25pm:	Maths 'Take 10'
1.25 – 3.15pm:	Session 3 & 4
3.05pm	Gates Open for Reception Parents Only
3.10pm	Reception Class Finish



3.15pm:

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

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

Summer (Optional)

Dark grey/black shorts

Blue & white check dress

P.E.

White tee shirt

Navy shorts or Leotard

(Barefoot work is undertaken)

P.E. Outdoor

Tee shirt & shorts

Leggings/Leisure trousers

Tracksuit top/sweater

Trainers

Swimming (Year 4 children)

Swimming trunks (not shorts)/One piece swimming costume

Towel

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

Uniform can be purchased from:

Trutex, Northgate, Wakefield, WF1 3BX, email wakefield@trutex.com telephone: 01924 299820

Tesco School Clothing Website <http://www.clothingattesco.com/wakefield/crigglestone-st-james-ce-primary-academy/invt/108250>

When buying new uniform please purchase items with the new academy badge – some of the older items are available but are being phased out across years 2-6 and only the new badge must be worn by reception and year 1 children. Equally it is fine to wear unbranded items in any year group 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.**

PLEASE CHOOSE TO HAVE EAR PIERCING 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.

** Hair should be tied back on PE days.

**Children may use two school bags – a book bag and PE bag.

**Hair bands or clips must be small and discrete. They should not be 'oversized and overtly colourful'.

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



The core of our values in action.



Badges, Merits, House Points, Role Model Awards

Warning & Sanction System

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



HOME – SCHOOL AGREEMENT & CODE OF CONDUCT

Below are the core ideas gathered by the senior leadership and Parent Forum during our 2016/2017 work together. These will be reviewed annually.

It is assumed that anyone matching either of these roles within the academy will follow these expectations and agree to accept them as part of our bond of mutual trust and in the spirit of ‘achieving together’.

The academy’s role:

- To keep our children safe at all times.
- To be positive role models.
- Foster and maintain a positive relationship with home, but establishes clear messages about expectation.
- To enable our pupils to feel happy, safe and respected.
- To place great emphasis upon the love of reading.
- To 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.
- Keep families informed through the various channels of communication.
- To 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.
- Involve families with ideas, thoughts and next steps for the academy.

Parents/Carers role:

- 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.
- 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.
- To be positive role models.**
- Attend relevant information and training sessions.
- Respect our stance as a Church school that ‘forgiveness never ends’.
- 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.
- Monitor and manage their child’s use of social media and the wider internet at all times - taking responsibility for this.
- To ensure their children are ready for school each day – including lunchtimes.
- To meet all agreed costs associated with school activities and maintain dialogue as required.

** *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 Crigglestone 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.

Effective from: 1st September 2017



PHYSICAL EDUCATION TIMETABLE

= Indoor PE

= Outdoor PE

	08:45 – 10:00	10:00 – 10:20	10:20 – 10:35	10:35 – 12:15	12:15 – 13:15	13:40 – 14:25	14:25 – 15:10
Monday		Collective Worship	Break		Lunch	CLASS 5EC	CLASS 1TW
				CLASS 3SH RECEPTION		CLASS 3/4BH (YEAR 3) RECEPTION	

Tuesday		Collective Worship	Break	RECEPTION (UNTIL 11:20)	Lunch	CLASS 3SH	CLASS 6CJ
						CLASS 2MP	CLASS 5/6CS

Wednesday		Collective Worship	Break		Lunch	CLASS 1/2DB	CLASS 3/4BH
						CLASS 1TW	CLASS 3/4BH

Thursday		Collective Worship	Break	RECEPTION (UNTIL 11:20)	Lunch	SAMBA 3/4BH	CLASS 5/6CS
						CLASS 1/2DB	CLASS 6CJ

Friday		Collective Worship	Break		Lunch	CLASS 4VB	CLASS 2MP
						CLASS 4VB	CLASS 5EC