



Crigglestone St James CE Primary Academy

# The Knowledge

Key Information & Handbook for All  
2018/2019



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

### A message from the Headteacher

A warm welcome to 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 and will constantly learn. 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.

Take a look at our vision statement - this is central to everything we do – and our definition of spiritual development. It is the way we live and learn here at St. James’ and we aim for everyone to join us in this vision. Ultimately we want to see each child achieving their optimum academically but with the social skills needed to ensure that knowledge is guided by a strong spiritual and moral conscience that will make a better future for all in our community and beyond.

Together we are stronger.

Mr G T Denton  
Headteacher



## OUR VISION

# 'Ready for the Future'

### Brief Rationale

This vision captures, in four words, our aim to see our children socially, morally, spiritually and academically ready for the future. All in equal measure but driven by the social, spiritual and moral aspects. We believe knowledge is nothing without knowing how, and being able to, use it to the benefit of all others. We believe that The Bible delivers messages of how we can use our knowledge, skills and qualities to serve and help all others as we move forward each day. Our vision is rooted within this. Our school is built upon this.

'A constant heartbeat throughout the school.'

Underpinning our vision are our key Christian values. These are:

	Trust	Hope	Peace	
Forgiveness		Koinonia (Togetherness)		Thankfulness

British values are ever-present in our school life. They are not additions or a simple display. Their presence and understanding are shown in the outcomes displayed by our children. They are not words they are demonstrated through impact.

We have captured our Vision Statement in the following motto, being inspired by the words of A.A. Milne....

*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.'*

*'...forgiveness never ends.'*

*'...you're happier than ever before.'*

### 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 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 and we create the climate for spiritual development across our school day.

Differentiation and challenge is 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 realizing 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 'Circle of Life' curriculum.



## **STAFFING**

**Headteacher:** Mr G Denton (Safeguarding Lead – alongside Learning Mentor)

**Assistant Headteachers:** Mrs J Butterworth (Deputy Safeguarding Lead), Mrs A Hambleton, Miss B Hirst,

**Early Years Leader/Curriculum Manager:** Mrs S Clarke

**Reception Class Teachers:** Mrs S Clarke & Mrs A Hambleton

**Year 1 Class Teacher:** Mr T Wildey

**Year 1/2 Class Teacher:** Mrs K Turnbull

**Year 2 Class Teacher:** Miss M Home

**Year 3 Class Teacher:** Miss S Howgate

**Year 3/4 Class Teacher:** Miss B Hirst/Mrs J Butterworth

**Year 4 Class Teacher:** Miss G England

**Year 5 Class Teacher:** Miss A Rouse

**Year 5/6 Class Teacher:** Miss C Shallcross

**Year 6 Class Teacher:** Mrs C Joyce

**Inclusion Leader:** Mrs Y Grant (Deputy Safeguarding Lead)

**Learning Mentor:** Mrs H Lloyd (Safeguarding Lead – alongside Headteacher)

**Senior Technician:** Mrs B Rawlinson

### **Education Support Assistants**

Mrs M Bramald

Mrs T Critchlow

Ms N Day

Mrs D Harding

Miss J Ingham (HLTA)

Miss C Kiddle

Mrs J King (HLTA)

Mrs L O'Connor

Mrs C Parsons (HLTA)

Mrs A Paton

Mrs B Rawlinson

Mrs F Shaw (HLTA)

Mrs E Tomlinson-Drewell

Mrs C Treherne

Mrs K Wainwright

Mrs C Wightman-Smith

Mrs F Walsh

### **Lunchtime Supervisory Assistants**

Miss J Ingham

Mrs S Waldron

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:** Miss H Batty

**Caretaker:** Mr J Shaw

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



**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 K Wainwright	

**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 & Fax: 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/Mrs Everitt)

For all safeguarding and health and safety related issues please use:

[safeguarding@stjamesacademy.co.uk](mailto:safeguarding@stjamesacademy.co.uk) (Mrs Lloyd)

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) (Mrs Butterworth, Mrs Hambleton, Miss Hirst)

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: ADMINISTRATION & FINANCE TEAM OR CLASS TEACHER**

**LEVEL 2: ASSISTANT HEADTEACHER/LEARNING MENTOR**

**LEVEL 3: HEADTEACHER**

**LEVEL 4: 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.



*\* Please note that owing to fire safety regulations it is now necessary to split the church services into two halves. Reception, year 1 and year 2 will go to church together and year 3, 4, 5 and 6 will go together.*

*\*\* Following requests, we are now going to add to our 'Sports Days' by including other non-sporting skills and talents in special Circle of Life Games Weeks for each area of school. This will create a showcase for all our children's skills – whether it be art, music, computing etc.... each child's contribution will add to the overall final totals and create a greater reliance on 'team' than ever before. Let's see how this idea works this year.*

<b>FAMILY &amp; PUPIL KEY EVENTS: AUTUMN 1 2018</b>		
<b>1</b>	Sept 3	<b>INSET DAY</b>
	Sept 4	
	Sept 5	
	Sept 6	
	Sept 7	<b>School Council Elections &amp; Collective Worship Committee Elections</b>
<b>2</b>	Sept 10	
	Sept 11	
	Sept 12	
	Sept 13	
	Sept 14	<b>1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y6</b>
<b>3</b>	Sept 17	<b>6.00 INFORMATION EVENT &amp; PARENT FORUM 1 – ALL WELCOME</b>
	Sept 18	
	Sept 19	
	Sept 20	
	Sept 21	<b>1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y5</b>
<b>4</b>	Sept 24	
	Sept 25	
	Sept 26	
	Sept 27	
	Sept 28	<b>1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y4</b>
	Sept 29	<b>SATURDAY 29<sup>TH</sup> SEPTEMBER – PARISH COMMUNITY QUIZ NIGHT – ALL WELCOME (PLEASE ASK AT OFFICE FOR DETAILS)</b>
<b>5</b>	Oct 1	
	Oct 2	
	Oct 3	
	Oct 4	
	Oct 5	<b>1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y3</b>
<b>6</b>	Oct 8	
	Oct 9	
	Oct 10	<b>3.20 – 9.00 PARENTS EVENING (Drive Time Break 5.30 – 6.15) ALL SCHOOL</b>
	Oct 11	
	Oct 12	<b>TANZANIA THEME DAY ( GREAT INVENTIONS) - ALL SCHOOL</b>
<b>7</b>	Oct 15	
	Oct 16	
	Oct 17	<b>LONDON RESIDENTIAL Y5</b>
	Oct 18	<b>LONDON RESIDENTIAL Y5</b>
	Oct 19	<b>1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y2</b>
<b>8</b>	Oct 22	
	Oct 23	<b>PARENT PARTNERSHIP – 'CINEMA NIGHT'</b>
	Oct 24	
	Oct 25	<b>9.30 INFANT HARVEST FESTIVAL (RECEPTION/Y1/Y2)@ ST JAMES' CHURCH</b>
	Oct 26	<b>9.30 JUNIOR HARVEST FESTIVAL @ ST JAMES' CHURCH (Y3/4/5/6) 1.30 CHANGE 4 LIFE INTER HOUSE SPORTS Y1</b>

**FAMILY & PUPIL KEY EVENTS: AUTUMN 2 2018**

<b>9</b>	Nov 5			
	Nov 6		1.30: 6CJ St James Church Hunt	
	Nov 7			
	Nov 8		9.00 & 2.15 I CAN HELP.....READ, WRITE INC.... – RECEPTION FAMILIES	
	Nov 9			
<b>10</b>	Nov 12			
	Nov 13			
	Nov 14			
	Nov 15			
	Nov 16			
<b>11</b>	Nov 19			
	Nov 20			
	Nov 21			
	Nov 22			
	Nov 23		CHRISTMAS FAYRE – NON UNIFORM DAY (DONATE AN ITEM)	
<b>12</b>	Nov 26			
	Nov 27	1.30: 5/6CS St James Church Hunt	PARENT PARTNERSHIP – 'CHRISTMAS FAYRE'	
	Nov 28			
	Nov 29			
	Nov 30			
<b>13</b>	Dec 3			
	Dec 4		1.30: 5AR St James Church Hunt	
	Dec 5			
	Dec 6			
	Dec 7			
<b>14</b>	Dec 10			
	Dec 11		2.30: RECEPTION CHRISTMAS CONCERT	
	Dec 12		2.00: KS1 SHOW PERFORMANCE (Y1/Y2)	
	Dec 13	2.00: KS1 SHOW PERFORMANCE (Y1/Y2)	6.00: KS1 SHOW PERFORMANCE (Y1/Y2)	
	Dec 14		CHRISTINGLE AFTERNOON – WHOLE SCHOOL	
<b>15</b>	Dec 17		Year 5 & 6 PARTY	
	Dec 18		Year 3 & 4 PARTY	
	Dec 19		Year 1 & 2 PARTY	
	Dec 20	9.30 JUNIOR CHRISTMAS SERVICE @ ST JAMES' CHURCH (Y3/4/5/6)		Reception PARTY
	Dec 21	9.30 INFANT CHRISTMAS SERVICE @ ST JAMES' CHURCH (RECEPTION/Y1/Y2)		



**FAMILY & PUPIL KEY EVENTS: SPRING 1 2019**

1	Jan 7	INSET DAY	
	Jan 8		
	Jan 9		
	Jan 10		
	Jan 11		
2	Jan 14		
	Jan 15		
	Jan 16	9.05: 6CJ PROUD TO BE US ASSEMBLY	
	Jan 17		
	Jan 18		
3	Jan 21	6.15 PARENT FORUM 2 – ALL WELCOME	
	Jan 22	1.30: 4GE St James Church Hunt	
	Jan 23		
	Jan 24	3.20 – 9.00 PARENTS EVENING (Drive Time Break 5.30 – 6.15) Autumn Term Progress Sheets Discussed and Distributed	
	Jan 25		
4	Jan 28		
	Jan 29	1.30: 3/4BH St James Church Hunt	
	Jan 30	9.05: 5/6CS PROUD TO BE US ASSEMBLY	
	Jan 31		
	Feb 1		
5	Feb 4		
	Feb 5		
	Feb 6		
	Feb 7		
	Feb 8		
6	Feb 11		
	Feb 12	1.30: 3SH St James Church Hunt	PARENT PARTNERSHIP – 'DISCO'
	Feb 13	9.05: 5AR PROUD TO BE US ASSEMBLY	
	Feb 14		
	Feb 15		



**FAMILY & PUPIL KEY EVENTS: SPRING 2 2019**

<b>7</b>	Feb 25	
	Feb 26	
	Feb 27	
	Feb 28	
	Mar 1	
<b>8</b>	Mar 4	
	Mar 5	
	Mar 6	<b>2.15: RECEPTION PROUD TO BE US ASSEMBLY</b>
	Mar 7	<b>WORLD BOOK DAY - WHOLE SCHOOL</b>
	Mar 8	
<b>9</b>	Mar 11	<b>SCIENCE WEEK 'THE GREAT EGG-SPERIMENT!' - WHOLE SCHOOL ACTIVITIES DURING THE WEEK</b>
	Mar 12	
	Mar 13	<b>9.05: 2MP PROUD TO BE US ASSEMBLY</b>
	Mar 14	
	Mar 15	
<b>10</b>	Mar 18	
	Mar 19	<b>1.30: 6CJ: Understanding Baptism @ St James' Church</b>
	Mar 20	<b>9.05: 1/2DB PROUD TO BE US ASSEMBLY</b>
	Mar 21	
	Mar 22	
<b>11</b>	Mar 25	
	Mar 26	<b>1.30: 5/6CS: Understanding Baptism @ St James' Church</b>
	Mar 27	<b>9.05: 1TW PROUD TO BE US ASSEMBLY</b>
	Mar 28	
	Mar 29	
<b>12</b>	Apr 1	<b>'HOLY WEEK' – Stations of the Cross for Church</b>
	Apr 2	<b>6.00: LKS2 SHOW PERFORMANCE</b>
	Apr 3	
	Apr 4	<b>9.30 INFANT EASTER SERVICE @ ST JAMES CHURCH (RECEPTION/Y1/Y2)</b> <b>1.45: LKS2 SHOW PERFORMANCE      6.00: LKS2 SHOW PERFORMANCE</b>
	Apr 5	<b>9.30 JUNIOR EASTER SERVICE @ ST JAMES CHURCH (Y3/4/5/6)</b>



**FAMILY & PUPIL KEY EVENTS: SUMMER 1 2019**

1	Apr 22	
	Apr 23	
	Apr 24	3.20 – 9.00 PARENTS EVENINGS (Drive Time Break 5.30 – 6.15) <b>Spring Term Progress Sheets Discussed and Distributed</b>
	Apr 25	
	Apr 26	
2	Apr 29	6.15 PARENT FORUM 3 - ALL WELCOME
	Apr 30	
	May 1	KS1 SATS 'TESTING' WINDOW OPENS - YEAR 2 PUPILS TO BE TESTED FROM 1 <sup>ST</sup> – 24 <sup>TH</sup> MAY
	May 2	INSET DAY
	May 3	INSET DAY
3	May 6	MAY DAY HOLIDAY
	May 7	
	May 8	
	May 9	
	May 10	PARENT PARTNERSHIP – 'QUIZ NIGHT 2019'
4	May 13	KS2 SATS WEEK - YEAR 6
	May 14	
	May 15	
	May 16	
	May 17	
5	May 20	
	May 21	1.30: 5AR: Understanding Baptism @ St James' Church
	May 22	
	May 23	
	May 24	KS1 SATS 'TESTING' WINDOW CLOSES - YEAR 2 PUPILS TO BE TESTED FROM 1 <sup>ST</sup> – 24 <sup>TH</sup> MAY

**FAMILY & PUPIL KEY EVENTS: SUMMER 2 2019**

6	Jun 3	<b>YEAR 5 &amp; 6 CIRCLE OF LIFE CROSS-CURRICULAR GAMES WEEK</b>
	Jun 4	1.30: 4GE: Understanding Baptism @ St James' Church
	Jun 5	
	Jun 6	
	Jun 7	<b>YEAR 5 &amp; 6 SPORTS MORNING</b>
7	Jun 10	<b>YEAR 3 &amp; 4 CIRCLE OF LIFE CROSS-CURRICULAR GAMES WEEK</b> PHONICS SCREENING WEEK – YEAR 1
	Jun 11	1.30: 3/4BH: Understanding Baptism @ St James' Church
	Jun 12	
	Jun 13	
	Jun 14	<b>YEAR 3 &amp; 4 SPORTS MORNING</b>
8	Jun 17	<b>SUNDAY 16<sup>TH</sup> – FRIDAY 21<sup>ST</sup> JUNE: KINGSWOOD RESIDENTIAL WEEK – YEAR 4 &amp; 6</b>
	Jun 18	
	Jun 19	1.30: REC/Y1/Y2: Understanding Baptism in hall
	Jun 20	6.00 NEW STARTER PARENTS MTG
	Jun 21	
9	Jun 24	
	Jun 25	
	Jun 26	
	Jun 27	<b>PARENT PARTNERSHIP – SUMMER GALA</b>
	Jun 28	<b>INSET DAY</b>
10	July 1	<b>YEAR 1 &amp; 2 CIRCLE OF LIFE CROSS-CURRICULAR GAMES WEEK</b>
	July 2	<b>6.30 MUSICAL CABARET 'MUSICIANS GALORE' – ALL PUPILS UNDERTAKING INSTRUMENT TUITION IN SCHOOL</b>
	July 3	<b>6.30 MUSICAL CABARET 'SING &amp; DANCE' – CHOIR AND DANCE GROUPS</b>
	July 4	Visits for new Reception children CLASS CHANGEOVER MORNING – ALL SCHOOL 3.20/3.40/4.00/4.20: MEET THE TEACHER – ALL SCHOOL
	July 5	<b>YEAR 1 &amp; 2 SPORTS MORNING</b>
11	July 8	<b>RECEPTION CIRCLE OF LIFE CROSS-CURRICULAR GAMES WEEK</b>
	July 9	1.30: 3SH: Understanding Baptism @ St James' Church
	July 10	
	July 11	
	July 12	<b>RECEPTION SPORTS AFTERNOON</b>
12	July 15	<b>6.30: UKS2 SHOW PERFORMANCE</b>
	July 16	
	July 17	<b>6.30: UKS2 SHOW PERFORMANCE</b>
	July 18	
	July 19	<b>YEAR 6 LEAVERS TRIP</b> End of Year Reports Out – All School
13	July 22	
	July 23	<b>END OF YEAR LEAVERS SERVICE - 10.00 FOR YEAR 6 PARENTS ONLY IN HALL</b>



**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 97.5% 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. If a class has 100% attendance for a full week, they will receive a non-uniform day on the following Monday. 100% and 98% certificates and a place on our Pride of St James Roll of Honour are given to those children achieving this for a full academic year.

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 **Headteacher** or **Learning Mentor**. 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. For more details please see the Attendance & Punctuality Policy.

### **Classes**

Children are placed in classes from year 2 to year 6 according to age. From year 1 downwards, senior leaders will make a measured call on the placing of children within classes. We are happy to discuss class decisions and are happy to talk about rationale and take questions – including considering viewpoints from families, including for those families who have twins within school, but senior leaders will ultimately have the final decision over classes for children should there be disagreement.



### 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 at the entrance each day.

#### 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.

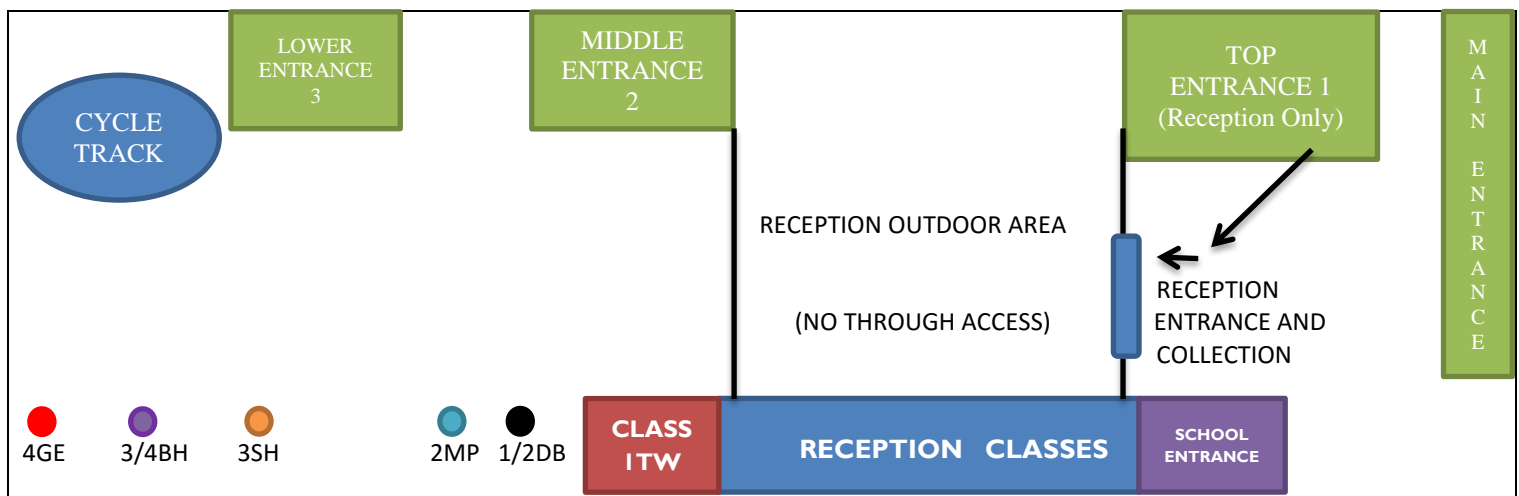
#### YEAR 3 & 4

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 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 are available in 2018/2019. 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 2018. **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. No homework will be given for school holidays. Ongoing spellings/spelling patterns to revise and appropriate multiplication tables to learn. First reading books will be given out by Friday 14<sup>th</sup> September. **Homework will be distributed every week from Friday 14<sup>th</sup> September – Friday 12<sup>th</sup> July (inclusive of all Fridays that do not precede a holiday.) No homework will be given out in week beginning: April 29<sup>th</sup>. Homework will be given on Thursday 27<sup>th</sup> June as Friday 28<sup>th</sup> June is an INSET Day.** 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. First spellings will be given out to coincide with the first homework on Friday 14<sup>th</sup> September.

### **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.** 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**

12.00– Reception  
12.15 – Class 1TW and Class 1/2DB  
12.25 – Class 2MP  
12.30 – Class 3SH & Class 3/4BH  
12.35 – Class 4GE & Class 5AR  
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. Allergies are catered for with special menus (purple band).

There are three menu choices: Red or White (vegetarian) – cooked meal; Orange – Jacket Potato.

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. 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 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 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. Payments are dealt with directly through Music Services.

### **Parent Partnership 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. **THERE ARE FIVE PROVISIONAL FUNDRAISING EVENTS ON THE 2018/2019 CALENDAR. TAKE A LOOK TO FIND OUT MORE. EVENTS ARE OPEN TO EVERYONE AND TIMES WILL BE ANNOUNCED CLOSER TO THE EVENTS.**

### **Payments**

We operate a cashless system. **This means, that apart from small donations or sales of one off items, we will do not 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 or [admin@stjamesacademy.co.uk](mailto:admin@stjamesacademy.co.uk) email address.

### **Phonics**

Read, Write, Inc is used in reception and year 1. Once children reach the identified threshold, we will then gradually remove children from this programme and we aim for most children to have left this by year 2. Provision is in place for those children that still require a structured phonics programme but are beyond year 1. 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**

Unfortunately, we must request that the playground, **including cycle track, golf course, cycle stands 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. We cannot accept responsibility for accidents that occur due to this rule being broken.**

**\*\* Please do not enter any areas closed off prior to school starting each day. \*\***

### **Prefect System**

We operate a '**Leaders in Learning**' system using different categories. It works at 2 levels:

#### **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 initially. 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: Assistant Headteachers/Learning Mentor

Step 3: Headteacher

**\* 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

We operate a book banding system across school. Children will be assessed regularly and given a colour banding to choose their school reading book from. 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 upon completion by the child. 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.

### Reporting to Parents

Children receive a detailed annual report in July and 2 progress summary sheets (1 in January and 1 in April). There are 3 Parents Evenings per year that start at 3.20 and run late into the evening. This 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 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.

#### 3rd LEVEL: STAFF MERIT AWARD

**What do they look like?** These are two nominations made weekly by staff.  
**When are they used?** Outside of the classroom i.e. corridors, lunchtime, breaktime.  
**Who can nominate children?** All staff  
**How many might the children receive?** Children may be nominated anytime – but 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 and bring their reward mugs and bookmarks home.

#### MUGS & BOOK AWARDS

The children who achieve staff 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 and a 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 Vision 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?** All staff

**How many might the children receive?** Classes could receive up to two 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 (but not publically displayed).
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 an Assistant Headteacher or Mr Denton 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 Miss Hirst 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.

**Miss Hirst 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 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 senior leaders 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.**



**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 and an understanding as to how some will feel about this policy change. 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 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.

- RECEPTION CHRISTMAS SHOW – 11<sup>th</sup> December 2018**
- YEAR 1 & 2 CHRISTMAS SHOW - 12<sup>th</sup> December 2018 & 13<sup>th</sup> December 2018**
- YEAR 3 & 4 SPRING SHOW – 2<sup>nd</sup> April 2019 & 4<sup>th</sup> April 2019**
- YEAR 5 & 6 SUMMER SHOW – 15<sup>th</sup> July & 17<sup>th</sup> July 2019**
- LEAVERS SERVICE 2019 – 23<sup>rd</sup> July 2019**
- MUSICAL CABARET – 2<sup>nd</sup> July 2019 & 3<sup>rd</sup> July 2019**

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 or pursue this further should we feel necessary. **PLEASE ADHERE TO THIS. IT CAN PLACE CHILDREN AT RISK.**

**Timetable**

8.30am:	Gates Open (and School Doors from 8.30am in Bad Weather)
8.45am:	Doors Open
8.55 – 9.00am:	Registration
9.00 – 10.00am:	Session 1
10.00-10.15am:	Multiplication Tables
10.15 – 10.35am:	Collective Worship
10.35 – 10.45am:	Break
10.45 – 12.15pm:	Session 2
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:	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

### **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 (No plimsoles or pumps)

### **Swimming**

Swimming trunks or shorts/One piece swimming costume

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 can be purchased from:

Trutex, Northgate, Wakefield, WF1 3BX, email [wakefield@trutex.com](mailto:wakefield@trutex.com) telephone: 01924 299820

Tesco School Clothing Website <http://www.clothingattesco.com/wakefield/criggleshstone-st-james-ce-primary-academy/invnt/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' – A SIMPLE MATRIX



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

Reward Systems ←		→ Warning & Sanction System		
	<b>Outstanding</b>	<b>Motivated</b>	<b>Coasting (Improvement Needed)</b>	<b>Unacceptable</b>
<b>Contribution to Wider School Life</b>	<ul style="list-style-type: none"> <li>* Actively takes on leadership roles outside of class 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 outside of class 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 outside of class.</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 outside of class 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 (Including reading/phonics /spellings)</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 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>



Criggleshstone St James CE Primary Academy: The Knowledge 2018/2019  
**'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 an opt in or out.*

Those leading work within the academy:

- To keep our children safe at all times – including safe movement within the academy building.
- 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.
- 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.
- 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.
- To challenge our own thinking and be willing to try new ideas.
- The academy will determine which class is most appropriate for each child.
- Involve families with ideas, thoughts and next steps for the academy.

Families working with the academy:

- 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.
- Parents/Carers 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.
- To be positive role models.\*\*
- 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.
- 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 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.**

Effective from: 1<sup>st</sup> September 2017 Last Updated: July 2018



**PHYSICAL EDUCATION TIMETABLE**

■ = Indoor PE

■ = Outdoor PE

**RECEPTION CLASS INDOOR PE IS ON WEDNESDAY MORNING**

	13:15 – 14:15	14:15 – 15:15
<b>Monday</b>	<b>Swimming – YEAR 4</b>	
	<b>Class 1TW</b>	<b>Class 1/2DB</b>
	<b>Class 5AR * (Start at 13:45) Reception</b>	<b>Class 3/4BH *(1/2 a class) Reception</b>
<b>Tuesday</b>	<b>KS1 PPA rotation – Additional outside</b>	
	<b>Class 6CJ</b>	<b>Class 3/4BH</b>
	<b>Class 5/6CS</b>	<b>Class 3/4BH</b>
<b>Wednesday</b>	<b>LKS2 PPA rotation – Additional outside</b>	
	<b>Class 5/6CS</b>	<b>Class 5AR</b>
	<b>Class 1TW</b>	<b>Class 2MP</b>
<b>Thursday</b>	<b>UKS2 PPA rotation – Additional outside</b>	
		<b>Class 2MP</b>
	<b>Class 3SH</b>	<b>Class 1/2DB</b>
<b>Friday</b>	<b>Inter-school tournaments</b>	
	<b>Class 3SH</b>	<b>Class 4GE</b>
	<b>Class 6CJ</b>	<b>Class 4GE</b>