



St James' Church of England Primary School Prospectus



Welcome

'Inspiring and Growing for Fullness of Life'

At St. James' this statement really matters and is fundamental to our vision of the journey that pupils take at our school. Our children are all individual and unique; they have all been and are going on a different journey but our mission is to ensure that we develop the whole child, designing a curriculum that enables them to 'live life to the fullest'.

This is achieved through a curriculum that is rich in opportunity, steeped in an understanding of pedagogy and engages our pupils at every turn. Children are enabled to develop socially and emotionally and enjoy their time in school; providing a happy, caring and calm atmosphere where children are able to contribute and achieve in all areas of school life.

As a Church school, our curriculum is designed to present children with exciting learning opportunities, which motivate and inspire them, that are supported by our 12 core Christian values and our Spiritual Growth Wheel.

We aim to provide our children with the skills, knowledge and values they may need as they continue on their learning journey.

This prospectus aims to provide you with information about our school, its aims, curriculum and activities, giving you a 'feel' for the life and work of the school. You are, of course, very welcome to come and look around the school! On your visit, I know that you will experience for yourself the happy, dynamic learning environment that makes our school community so special. I look forward to meeting you and your child in the near future.

Mrs. Caryn Smith
Headteacher

A Brief History of the School

St. James' C of E Primary School was opened in 1865 in Great Norwood Street. It was, in fact, 'three schools in one' – a boys' school, a girls' school and an infants' school. The teaching was restricted to the '3 Rs' and Scripture: the children would have to learn the catechism, the chapters of the Bible and would have had to pass the annual examination.



We have certainly moved on since then....

St. James' C of E Primary School moved to its present site in The Park area in 1985 with significant changes again in 2013; where we are able to accommodate 420 children ranging from 4 to 11 years old. Today, children at St. James' enjoy a full and stimulating learning experience following the requirements of the National Curriculum. We have well equipped classrooms and dedicated, enthusiastic and highly experienced staff. We are also lucky enough to have a large playing field to supplement our 2 surfaced playground areas, a clamber stack, trim trail, den building area, plus a fully utilised Forest School area.

Children in Reception and Year 1 also benefit from dedicated outdoor areas to further develop their learning needs. Our school poly tunnel is well used across the school and the children enjoy our Scrapstore PlayPod, music area and outdoor library at playtimes.

Part of our role as a school is to support the shaping of young peoples lives, we appreciate that our world is ever changing and that technology plays a greater role than ever. Here at St. James' we give children the opportunities to develop, take risks and learn new things in a variety of ways—embracing new technology. Our Y6 enterprise project, Y5 Grow a Pound challenge and work with a variety of charities and small businesses helps children become prepared for their future.



The School Day

Our school day starts at 8.25 am. and ends at 3.00 p.m. with a worship held each day. The hours spent in school during a normal school week are as follows:

This totals 33 hours a week .

The school finishes at 2pm at the end of term (3x per year) due to the additional hour every week and to allow for staff de-briefing

Infants

8:25-8:40 Registration

8:50-9:50 Lesson 1

9:50-10:10 Worship

10:10-10-10:30 Play time

10:30-11:45 Lesson 2 and 3

11:45-1:00 Lunch time

1:00-2:15 Lesson 4

2:15-2:30 Play time

2:30-3:00 Story time



Juniors

8:25-8:40 Registration

8:50-10:10 Lesson 1 and 2

10:15-10:35 Worship

10:35 - 10:55 Play time

10:55-12:30 Lesson 3 and 4

12:30-1:30 Lunch time

1:30-2:40 Lesson 5

2:40-3:00 Story time



For our children to be **'Inspired and Grown for Fullness of Life'** it is important that they experience a rich curriculum where they are active in their learning.

Collaborative Learning at St James'

Our children are taken on a journey during their lessons and their learning. Open questions and the opportunity to challenge and build upon each others understanding whilst guided by the teacher makes learning memorable and enhances understanding

At St. James', **teachers facilitate learning** rather than provide instructional direction for our children. Through this facilitation, children are encouraged to lead their learning with teachers crafting outcomes with key questions, allowing dialogue, discussions and collaboration to shine.

Purposeful collaborative structures allow our children to actively engage with their peers. Teachers carefully select the most appropriate Kagan Structure that allows for high engagement, active learning and develops learners understanding. Lessons are woven together using the collaborative approaches bringing opportunity for meaningful dialogue with improved confidence and fun!

As a **Voice21 school** we understand the importance of developing Oracy in our children. Interweaving opportunities for children to instigate, build or challenge one another's thinking means that our learning is facilitated with our children leading the way. Children are taught to summarise, clarify and probe through the use of our talk tactics making them confident, articulate speakers and listeners.

The crafting of our lessons, that combine Kagan Structures, Magenta Principles and the use of Oracy, builds and supports relationships amongst our children.

Children are active and are accountable in lessons that scaffold learning.

Children at St. James' are highly engaged and learning is remembered due to the nature of our lessons.



Kagan





School Uniform

School uniform exists to promote the ethos of the school, provide a sense of belonging and identity and to help set the appropriate tone for education. The DfE state: 'By creating a common identity amongst all pupils, regardless of background, a school uniform can act as a social leveller. It can reduce bullying and peer pressure to wear the latest fashions or other expensive clothes' The school is conscious of the cost of uniform both School and PE; whilst branded options are available the school actively supports non-branded clothing when possible. Children may wear non-branded burgundy jumpers/cardigans and non-branded navy blue PE kit.

"St. James" embroidered uniform is available from Monkhouse Schoolwear:

<https://www.monkhouse.com/>

The PTA organise a "Nearly New Shop" where uniform can be purchased for a small donation.

School Uniform - Year 1 to Year 6

Winter: white school shirt, blouse or polo shirt, grey skirt, pinafore, school trousers or shorts, School logo sweatshirt or cardigan/burgundy school sweatshirt or cardigan.

Summer: as above, or red striped or gingham dress.

Shoes please ensure that these are practical and can be put on and off without adult assistance. Boots, open-toed sandals, trainers and "fashion" shoes are not appropriate. Variations on the above may be made on the basis of religious or cultural beliefs.

Socks should be white, black or grey.

We have a NO earring policy

School Uniform—Reception

Children in reception are given an adapted uniform which takes into account the transition to school and the need for play and great movement. We expect all children in Reception to wear black jogging bottoms/black leggings white polo shirts and burgundy school jumpers or cardigans. The jumper may be non-branded and burgundy—it does not need to have the school logo on it.

School Uniform—PE

Each child requires clothing for physical education which they will wear on the days they have PE or a after school sports club.

This should consist of trainers, socks, and then a choice of our PE kit stocked at Monkhouse Schoolwear or unbranded kit. You may purchase PE kit from any stores but it must be without sporting logos and be plain navy blue.

We encourage all children, where possible to purchase a school logo sports top.

Please mark all items of clothing and footwear with your child's name. If you fail to do this, it is very difficult to trace lost articles. Lost property boxes are situated outside by the infant double doors which can be checked after school.

The school works with Monkhouse to offer subsidised kit to families receiving pupil premium (please contact Mrs Wood our pastoral lead if you need help with uniform).

Supporting Pupils

A part-time Special Needs teacher helps to cater for those children with learning support needs. Children identified as having special educational needs may have a My Plan or an Individual Health Care Plan (EHCP) which identify key targets.

We recognise the importance of communication between school and parents, and are always welcome to meet to discuss any aspect of your child's education and welfare. We also hold open evenings twice a year when parents and teachers can meet to discuss the work and progress of the children. A written report is sent out in February and July. In addition to this, parents are invited to come into school to look at their child's work in an informal situation through open afternoons/mornings, poetry festivals etc.

Teachers follow a carefully planned program of work and monitor each child's progress through the year. In order to match the work being covered in the classroom to the ability of individual children careful differentiation of tasks, etc. is planned. All children are supported and stretched to do the best that they can.

We are a 'Young Minds Matters' school which means we can access support for our children if they are struggling with things like anxiety, low mood and poor sleep or similar concerns. The support we access is often face-to-face in school but can also be via a virtual online platform.



Working In Partnership

We recognise as a school the amazing benefit of working in partnership with other professionals. We are blessed to be part of the Diocese of Gloucester Academy Trust; Cheltenham Learning Partnership and Gloucestershire County Council.

Our staff are often involved in research, professional development and partnership work that adds to our high quality and knowledgeable teaching approaches.

Being part of DGAT ensures that our school is the best that it can be with continual rigorous monitoring and support and bespoke training and support.



Complaints Procedure

The School has in place a general complaints procedure a copy of which can be obtained from the school office.

Other Published Information

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish.

We have a Freedom of Information Policy which sets out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the Scheme or provide you with a copy.



The School Website

The school website can be found at www.stjamescofeprimary-dgat.co.uk and contains information about school life and events. It is well worth a visit!

Educational Visits

Class Educational Visits are organised to places of interest associated with the curriculum. Parents are always notified of such visits well in advance. Before each visit a detailed risk assessment is carried out in accordance with the County Council Guidelines. There is an annual 3 night residential trip for the Year 6 pupils and a 2 night residential trip for Year 5. Financial support is available for Pupil Premium pupils.



Music Tuition

We are fortunate to have a number of professional peripatetic musicians who teach a variety of instruments to the children:

Piano, Drumming, Violin, Guitar, Brass, Woodwind

Extra-Curricular Activities

In addition to the normal school curriculum we provide a wide variety of extra-curricular activities throughout the year. These are run either at lunchtime or after school by either teachers, teaching assistants or lead professionals who hire our school hall. These activities include:

Football Board Games
Netball Cross-country
Art Choir Book Club Chess
Dance Coding Multi-sports Samba Drama
Gardening and much more

After-School provision

There is an excellent after school club that provides care for pupils across the school from 3-6pm. This is an external provider, however, the relationship between school and club is excellent and pupils are very well cared for.

Admissions

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than the date set on the LA admissions page.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1. A 'looked after child' or a child who was previously looked after** but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2. Children who will have siblings attending the school at the time the applicant child is admitted.** In the case of companion Infant and Junior schools, priority will be given to pupils attending the companion Infant and Junior school.
- 3. Children who have a parent who is a member of staff at a DGAT school and who will continue to do so when the child is admitted.** A child is defined as a son or daughter, step son or daughter, adopted son or daughter or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address. A member of staff is defined as anyone who is employed by DGAT. Priority will be given to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- 4. Children with the strongest geographical claim,** measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

Absences

Parents are requested to notify the school of their child's absence by telephone on the first day of absence. Absence data is regularly checked by the School Education Welfare Officer on behalf of the Local Authority and is also shared with the Department for Education. Holiday absence during the academic year is strongly discouraged as it interferes with the continuity of a child's education. Year 6 children are not allowed to be absent during Key Stage 2 Test Week. If a child is to be temporarily taken from school during the day, parents should report to the school office to sign their child out and in again on their return.

Emergencies

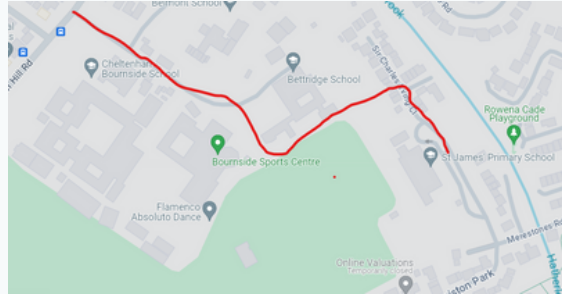
First Aid equipment is kept in different parts of the school, and members of staff have been trained in its use. Parents must ensure that their contact details are given to the school office and that any changes to the details are passed on immediately. Please be aware that any mobile numbers given must be contactable during the school day. In adverse weather conditions the school may have to be closed. Sudden closure will be communicated by BBC Radio Gloucestershire and www.gloucestershire.gov.uk/ closed schools and the School's Text Messaging Service.



Road Safety

The school and parents must constantly remind children about road safety and encourage sensible behaviour when using the Road. To support the safety of our children and improve the air quality at drop of and pick up, the road immediately in front of the school is a 'car free zone'.

We encourage parents to park and walk - there is a cut through from St Michaels Road, Warden Hill and from Warden Hill Road past Bournside.



Parents are reminded that the school car park is for the use of staff only. Parents must take great care when parking their cars not to block through traffic and resident driveways.

Also in the interest of Road Safety, parents must not stop in the area marked with yellow lines immediately in front of the entrance. The zig-zag lines are for the protection of our children and families. Security Access to the school is protected.

All Visitors should report to the office at the main entrance where they will be asked to sign in for health and Safety reasons.

Please be respectful of our close neighbours.



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