# St. James’ Catholic Primary School

### Cheriton Close

Hattersley

Hyde

Cheshire

SK14 3DQ

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**Headteache**r Mrs. J. Walker. B. Ed. N.P.Q.H.

On behalf of the staff and governors, I would like to welcome you to St. James’ Catholic Primary School. I hope that your child, you, and your family enjoy being part of our school family and look forward to your support.

In this booklet you will find information about the organisation and day to day activities of our school, and the part you can play.

At St. James' we aim to offer every child the maximum opportunity to develop their potential and grow in self-esteem. We want the children to develop as individuals, grow in their faith, respect others, and enjoy a successful school life. To achieve this, we value the full support of parents in partnership with school and parish.

Home, School and Parish form a valuable and important partnership and we aim to develop these links to benefit the children. Parents and friends are always welcome to Assemblies, School Masses and other liturgical celebrations.

There are regular communications between school and home to keep you informed as well as Parents' Evenings and informal social fund-raising events. However, if you need further information about our school please do not hesitate to ask. Your child's teacher, the Deputy Head or I will be happy to make arrangements to see you to answer your questions or your concerns.

We are all striving to provide the best possible education for our children in a caring atmosphere.

The Governors, Staff and Children of St James’ welcome you to our school family.

ST. JAMES’ CATHOLIC PRIMARY SCHOOL,

HATTERSLEY.

St. James’ is a voluntary aided Primary and Nursery school linked to the Parish of St. James the Great, Hattersley, Tameside, in the Diocese of Shrewsbury.

The school is situated in its own spacious grounds and playing fields. We have large hard play areas, extensive sports fields and natural ‘open-meadow’ surroundings with wonderful open views. We have Forest School areas at the edge of our land which we use to teach the children about the environment and how we can care for our world.

St James’ has a wonderful outdoor classroom in the school grounds which has so far been used for plays, outdoor prayer services, Forest School, amongst others.

In addition to the large classrooms, we have a main hall, which is used for assemblies, P.E., and lunches. The children benefit from a well-equipped central school Library, which features a computerised borrowing system.

An excellent and well-resourced purpose-built Computer Suite with an Interactive Whiteboard is situated on the upper floor. Each class is also equipped with computers and an Interactive Whiteboard. We also have access to iPads and small laptops for the children to use in classes.

Many parents and grandparents have been pupils at our school. Quality relationships exist amongst staff, parents, children and parishioners and the Parish takes great pride in our school. We aim to work in partnership with parents.

**GOVERNING BODY**

Chairman of Governors Mr K Toms

 Vice Chair of Governors Fr. P. Atkinson

 Foundation Governors Mr P. O’Keefe

 Mr M. Brennan

 Mrs J. Rathburn

Parent Governors (elected) Ms L. Blondon

Staff Governor (elected) Mrs P. Boyce

##  LEA Governor Mrs C. Mansell

Headteacher Governor Mrs J. Walker

Associate Governor Mr M Woolley

**SCHOOL STAFF**

**Headteache**r Mrs. J. Walker BEd. NPQH

Nursery Mrs Kinder BA (Hons) PGCE NASENCo

Reception Miss A. Eustace B.A.

Class 1 Miss L. Barrett

Class 2 Miss V. Birtles B.Ed. (Hons)

 Miss L. Chapman BSc (Hons) PGCE NASENCo

Class 3 Mrs F. Field BA(Hons) PGCE

### Class 4 Mrs A. Dobie BA (Hons) PGCE

Class 5 Mr M. Woolley BA (Hons) NPQSL (**Deputy Headteacher)**

### Class 6 Mrs S. Slawson BA (Hons)

### Class Support Mrs J. Jowitt

 Mrs L. Sanderson

**Teaching Assistants** Mrs A. Collins

Mrs D. Clark

Mrs S. Hallsworth S.N.S.A.

Mrs J. Malone

Mrs A. Seton-Jones

Mrs D. Hogan

Mrs L. Snarr

Mrs E. Childs

Mrs R. Davies

Miss T. Alcock

Miss V. Bullen

**Learning Mentor** Mrs S. Duggan

**Office Manager** Mrs P. Boyce

**Finance Manager** Ms S. Glynn

**Cook in Charge** Mrs Y. Wain

**Kitchen Staff** Mrs D Howard, Mrs S. Burlascu

**Site Manager** Mr B. Rathbone

**Cleaning Staff** Mrs P. Stoneley, Mrs D. Kidd.

**Midday Assistants** Ms K. Akhter Miss D. Fitton Mrs P. Stoneley Mrs E. Childs Mrs E. Leung Miss K. McDermott

**THE SCHOOL DAY**

**BREAKFAST CLUB**

During term time, any child can attend our very successful Breakfast Club. A charge of £1 is made, paid daily, so attendance at the Breakfast Club can fit in with parental choice and commitments. The Breakfast Club starts at 8.15 am and ends at 8.45 am when the children go into class. At Breakfast Club, the children can have a choice of cereals, choice of drinks, slices of toast etc. Every encouragement is given to help the children to have a nourishing, healthy and pleasant start to the day.

**SCHOOL DAY ORGANISATION**

Children should arrive at school ready for an 8.55 start and go straight to the door leading to their classroom or corridor. The gates are open from 8.45 until 8.55.

Children are not allowed to leave school premises during the day unless a letter is received from a parent or guardian requesting this (medical/dental appointments etc.) or if they are going home for lunch. It is the parent's responsibility to make appropriate arrangements to collect and return the child to school.

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| --- | --- | --- | --- |
|  | Nursery | Class 1 and 2 | Class 3, 4, 5 and 6 |
| Morning Session | 9.00 am-12.00 am(morning session only) | 9.00 am-12.00 noon(with 15 minutes break) | 9.00 am-12.15 pm(with 15 minutes break) |
| Afternoon Session |  | 1.15 pm- 3.30 pm(With short break) | 1.15 pm-3.30 pm |

**LUNCH TIMES**

School meals are freshly cooked daily on the premises and currently cost £2.95 per lunch. Dinner money of £14.75 per week is payable in advance, using our Parent Pay app. Free school meals may be available depending on individual circumstances.

Packed lunches (**PLEASE consider Healthy Eating**) may be brought and eaten on the premises or children may go home for lunch (safe supervision must be provided to and from school and is the responsibility of the parents)

Two weeks notice is required in writing if lunchtime arrangements are to be changed, when a request is made you will be informed of the starting date. School meals need to be ordered by 10 am each day and, if ordered, must be paid for. If your child is going to be late because of medical appointment etc. then please let us know *before* 10 am.

**SPECIAL EDUCATIONAL NEEDS (S.E.N)**

Within our school there is a policy of caring for all children and we recognise that some children may need Special Educational help for several reasons --- for example they may be gifted in some area, they may have learning difficulties such as speech or hearing impairment, physical disabilities or emotional and behavioural problems. Teachers are aware of this and make every effort to cater for the needs of individual children. Support and guidance is available from the Behaviour and Learning Support Services and Educational Psychologist who visits the school on a regular basis.

If you are concerned about your child, please make an appointment to discuss your concern with the Headteacher.

At St. James', we are fortunate in having the support of various agencies concerned with health, well-being and safety of children - School Nurse, EWO (Education Welfare Officer), Educational Psychologist, Early Help, Social Services etc. who can be called on to respond to concerns or help sort out particular problems.

**HOMEWORK**

Every child has a home/school reading diary, and it is helpful if parents share books and read with their child regularly. Please take time to fill in the Diary.

Children in Infants (Key Stage 1 and Foundation Stage) and Juniors (Key Stage 2) often have spellings, learning tables, finding out information or written work / worksheets or project work for homework.

Encouragement and supervision from parents is most helpful to a child and gives positive messages --- we ask for your support.

# ASSESSMENT and REPORTING TO PARENTS

Nursery children and children in Reception Class will be assessed using Foundation Stage Profiles.

Children are also assessed using a phonic screening at the end of Year 1, and national tests at the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6). In addition. each child's progress is assessed and recorded continuously, and skills and talents are monitored in various ways.

A written report is sent to parents in the Summer Term and parents are invited into school to meet the teacher to discuss their child’s progress. Parents’ Evenings are held three times a year.

**EXTRA-CURRICULAR ACTIVITIES**

In addition to the variety of curriculum activities during the school day, other activities take place out of school hours. Parents are asked to sign a form agreeing to their child taking part in sporting activities/events after school and are informed of dates. At least 24 hours’ notice of each activity/event will be given and it is up to **the child** to pass on the information.

Parents are also required to make appropriate arrangements for their child after the activity has finished. We have been involved in sports such as football, cheerleading, athletics, kwik cricket, cross-country and swimming. If any parent can help with any after school activities, please contact the Headteacher.

**DISCIPLINE and BEHAVIOUR**

We believe that children should enjoy their learning at school in a happy atmosphere. Good behaviour is expected at all times. The development of self–discipline, care and consideration for others, and care and consideration for the environment are essential life skills which contribute to the running of a happy and successful school.

The development of good relations between staff and children and amongst the children themselves is extremely important. Children are encouraged to work hard, do their best and take pride in achieving high standards of work and behaviour. Positive behaviour is rewarded in many ways including housepoint badges and class incentives.

Physical violence and bullying, either as aggressive acts or as retaliation, are not acceptable in any form. Incidences are treated seriously and dealt with immediately.

We expect all parents to co-operate by showing that they fully back the authority and sanctions of the school. We hope the need for punishment will be minimal but, if a child transgresses, then a verbal reprimand, additional work to be done at home or withdrawal of privileges will usually be sufficient.

In the rare event of serious misdemeanours or if a child does not respond to normal school discipline, then a letter will be sent to parents who will be asked to come into school to discuss the matter.

The Headteacher has the power to exclude a child if the behaviour is a serious breach of what is acceptable. (In extreme circumstances a special Governors' Panel will be convened).

Liaison and co-operation between school and parents is extremely important and parents should not hesitate to contact school if they are concerned about their child's behaviour or attitude. School will always inform parents if there is any cause for concern.

It is a matter of pride to us that our children are always complimented on their behaviour and attitude both inside and outside the school.

**SCHOOL UNIFORM** / **CLOTHING**

School Uniform contributes to a sense of belonging to the school family whilst also helping children to realise that their school is a place of purpose. Children are expected to wear school uniform.

It consists of:

Navy Blue Sweatshirt / Cardigan / Jumper

Pale Blue Polo Shirt / Polo Neck Jumper/ T shirt

Grey Trousers /Grey Pinafore or Skirt

During summer months girls can wear pale blue check dresses and boys may choose to wear shorts.

Items of school uniform (sweatshirt, polo shirt, cardigan, T -shirt) with the school logo may be ordered from this website: [www.schooltrends.co.uk/uniform/StJamesCatholicPrimarySchoolSK143DQ](http://www.schooltrends.co.uk/uniform/StJamesCatholicPrimarySchoolSK143DQ). However, there is no compulsion to buy from this source providing school colours are adhered to. It saves a lot of time and worry if all items of clothing and footwear are clearly marked with the child’s name.

**PE KIT**

Our school PE kit is a plain white t shirt and dark blue shorts. Wearing school kit is an important part of feeling and playing like a team. It also prevents financial pressure being put on parents to keep up with the latest fashion or football kit! Children come to school on P.E. days already dressed in their kit.

**FOOTWEAR**

For health and safety reasons children should wear comfortable and appropriate black footwear --- NO fashion shoes, heels or slingbacks.

**JEWELLERY IN SCHOOL**

In the interest of Health and Safety:

* Chains / Pendants / Bracelets / Bangles / Rings */* Nose Studs and other similar items are not allowed.
* Clip earrings should not be worn in school. Where children have pierced ears, the earrings worn in school should be of stud type and removed by the pupil for PE/Sports/Swimming. Small hoop earrings are not allowed.
* Children are not allowed to wear nail varnish or make-up.

**ATTENDANCE/PUNCTUALITY**

We believe that regular attendance at school is very important. If a child cannot come to school for any reason, then school should be informed by a telephone call or verbal message. On their return to school a written note of explanation for absence is required.

Regulations state that absences are recorded as Authorised or Unauthorised. The attendance registers are checked regularly by the Education Welfare Officer and the school is obliged by law to publish the attendance and number of authorised / unauthorised absences.

School is no longer permitted to authorise any holidays during term time. If a child is to be taken out of school for any reason you must inform the headteacher of the intended absence, but this should be avoided where possible. Absences will only be authorised in exceptional circumstances. Taking holidays during term time could incur penalty notices/fines.

Punctuality is also very important. Anyone can be late once! However, a very small number of children are persistently late, and it is a requirement that the school records persistent lateness and reports to the appropriate authority. We are very pleased that our parents give their support, and the majority of children attend school regularly and are always on time. Thank you.

## **CHANGES OF PERSONAL INFORMATION**

Information concerning personal details is now held on database. This can only be accessed by the Headteacher and office staff and not disclosed to anyone outside the school. In addition, the school is registered under Data Protection Act and follows GDPR guidelines.

To keep information up to date please could you notify school in writing of any change of address, telephone number or any other information, which could be important in an emergency.

**EMERGENCY CONTACT**

Parents are asked to complete **EMERGENCY CONTACT** forms at the beginning of a new school year. If the circumstances / information change at any time during the year, please let us know immediately - it is important for your child's safety and well-being that you can be contacted.

**MEDICAL MATTERS**

If your child has a serious or recurring medical problem, it is important that we know about it in case a problem arises in school. Please inform the Headteacher and Class teacher of any such problems.

Parents are asked to complete Medical Forms for conditions such as Asthma, Diabetes etc. so that the school is aware, and a register can be kept up to date.

If your child needs regular medication, please inform the Headteacher. Children should ***never*** bring medication to school without our knowledge. Permission from the Headteacher is required if any medication is to be administered in school. A permission to administer medication form must be completed and signed. These can be obtained from the office.

If your child is ill, especially with sickness / diarrhoea do not send them to school- we do not have the facilities to cater for the needs of poorly children.

In case of illness, we always contact parents to arrange for you to collect them. Basic First Aid is available for minor accidents but in cases of emergency it is vital that we have an emergency contact number. Hospitals are unwilling to administer treatment if a parent is not present.

For routine hospital/clinic appointments children may be collected from school by prior arrangement. A child will never be allowed to leave school to meet a parent for an appointment. If there are any changes, a telephone call will enable us to meet your wishes and safeguard your child.

Your child will receive sight, hearing and dental checks and new entrants to Reception will have full medical checks.

Your local school clinic is:

Tameside and Glossop Health Authority

Hattersley Clinic

Hattersley Road East

Hattersley

**SCHOOL GROUNDS**

St James’ School is a NO SMOKING SITE and smoking/vaping is not allowed anywhere in the building or the school grounds, or at the school gates at any time.

No dogs are allowed on the school premises or grounds for health and safety reasons. In the interests of safety parents *should not* park in the school grounds at any time. Please try to be respectful of our neighbours and park either on the church carpark or the main road.

All Visitors/Parents to enter school via the front reception doors only.

# CHARITIES

As a Catholic School, we are commissioned to spread the Good News so we feel that supporting our parish, the poor and needy in our society and in the Third World Countries are important and high on our list of priorities. We have a Mini Vinnies group helping to spread the word and plan/action activities.

During the year we make collections (not necessarily for money) for our parish activities and events, for organisations such as CAFOD, Caritas, Hattersley Food Bank, British Legion Poppy Appeal, Willow Wood Hospice and any world disaster.

**CHILD PROTECTION**

Every school has an important part to play protecting every child, and in the detection and prevention of child abuse.

Parents should be aware that where it appears to a member of staff that a child is neglected, at risk or may have been abused, the school is required to report the matter to Social Services immediately. In such circumstances it is likely that a social worker may contact parents andthe school. This requirement forms part of the LEA procedure and it is not a matter for the discretion of Headteachers or members of staff.

# COMPLAINTS

Most complaints are dealt with at school usually by informal discussion with the Headteacher or class teacher. However, if parents wish to pursue a complaint more formally, they should contact Headteacher or Chair of Governors or they may, if they wish, contact the L.E.A.

**TRANSFER TO HIGH SCHOOL**

All pupils attending St. James' are assured of a place at All Saints' Catholic College, Dukinfield.There are two other Catholic High Schools in the area, but applications must fulfil their given criteria.

To help make the transition from primary to secondary school as smooth as possible we have developed close links with All Saints Catholic College and other High Schools in the area. A nominated link teacher visits our school and there are meetings with Year 6 teachers from the feeder primary schools to ensure continuity. Induction days take place in the Summer term to enable the children to sample 'Life in the High School' and meet the teachers who will teach them. There are also opportunities for parents to visit and look round for themselves on Open Evenings etc.