

# *St James*



Southam St James Church of England Academy  
Tollgate Road  
Southam  
Warwickshire  
CV47 1EE

Tel: 01926 812127

Email: [school.parents@southamstjames.covmat.org](mailto:school.parents@southamstjames.covmat.org)

Website: [www.southamstjames.covmat.org](http://www.southamstjames.covmat.org)



## WELCOME TO ST JAMES

Dear Parents and Carers,

Thank you for your interest in St James C of E Academy. We hope this brochure is a useful introduction to our school and the many opportunities we can offer your child.

St James is a small school with a very friendly, family atmosphere where children's personal development and welfare is important, as was noted in our last Ofsted inspection in January 2023: Pupils enjoy attending Southam St James C of E Primary Academy. They feel that they can 'let their light shine'. Relationships between staff and pupils are positive. Our school motto *Let your Light Shine* was chosen by the children and captures their desire to do their best in all aspects of school life. Their success was recognised in our SIAMS inspection: *All groups, particularly the vulnerable, progress rapidly (SIAMS 2017)*.

Our classes are taught by talented, dedicated teachers who are keen to develop their practice to embrace new curriculum ideas, whilst maintaining the best of the school's traditions. Our pupils are excited by their learning. We actively celebrate the children's many achievements and recognise that children's experiences at primary school are enhanced when home and school work in partnership. You will always be welcomed into St James to share in your child's learning journey.

The choice of the Golden Cockerel as the school emblem is a visual reminder of our link with the parish church – St James has a cockerel as the weather vane on top of its steeple. We enjoy strong links with the church and we regularly welcome the vicar to our assemblies.

If you would like more information about our school, please visit our website, [www.southamstjames.covmat.org](http://www.southamstjames.covmat.org)

Finding a new school is an important decision and we want you to feel confident that you have all the information you need. If, after visiting today, you have further questions and would like to make another appointment to look around, please do not hesitate to phone the school office.

Yours sincerely,

Laura Richards  
Headteacher

*"Teachers and school leaders go the extra mile for my child and that makes this school special ."* (Parent 2017)

*Children get off to a good start in the early years. Parents agree, with one parent commenting that their child 'is often disappointed on Saturday when there is no school' (Parent 2023)*

## **THE GOVERNING BODY**

All schools are required, by law, to have a board of Governors made up of school staff, parents, local authority representatives and in the case of church voluntary aided schools like us, Foundation Governors appointed by the churches in the area.

Governors have a responsibility to work to support the Senior Leadership Team and staff, in trying to provide the best possible education for pupils, and also to promote and maintain the Christian ethos of our school.

In practice this means Governors are responsible for:

- Overseeing the budget and trying to find new ways of ensuring there is enough money to allow the school to work effectively
- Employing staff, maintaining premises and ensuring the school operates successfully
- Checking that school policies satisfy legal requirements and that they are being implemented effectively
- Working to ensure that all children, whatever their different needs are given the best opportunity to learn, develop their interests and remain happy and safe
- Supporting staff in finding new ways to continue improving standards of teaching and learning in school

The Governing Body maintains advisory links and accepts appropriate guidance from the local authority and the Coventry Diocesan Board of Education to enhance the development of the school.

Full governing body meetings are typically held six times a year; minutes of these meetings are available on the school website, once approved by Governors. Two committees feed into these meetings:

The **Management and Finance Committee**, who deal with budget, staffing and premises

The **Teaching and Learning Committee**, who look at issues relating to pupil progress and achievement, teaching and learning policies and pupil support

## **Current Governors**

Our current Governors are detailed below.

<b>Head Teacher</b>	Miss Laura Richards
Community Governor	Judy Groves
Parent Governor	Mrs Sara Wisniewski
Foundation Governor	Trish Lamb
Foundation Governor—St James Church	Mrs Belinda Hewer
Foundation Governor—St James Church	Mr Roderick Clark
Foundation Governor—Ladbroke Church	Mrs Valerie Copley
Staff Governor	
Community Governor	Judy Groves
Community Governor	
<b>Clerk to Governors</b>	Katy Thomson

## **Parent Governor Elections**

All parents of children at our school are eligible to be nominated as a Parent Governor. When a vacancy exists, the Clerk will alert all parents to this and ask for nominations.

## **How do I contact the Governing Body?**

Governors endeavour to maintain links with parents, regularly updating their pages on the school website and publishing a termly newsletter.

If you would like to ask Governors a question, or obtain information from them, please do this through the Clerk to Governors who can be contacted via the school office.

## SCHOOL AIM

At St James C of E Academy, we work together in a welcoming, caring Christian learning environment. We actively encourage each child to achieve and celebrate his/her own unique potential, to respect the beliefs and ideas of others and to become a happy, responsible and considerate person in God's world.

### **We aim to achieve this by:**

- Promoting high standards and providing a high quality of learning for all pupils
- Providing a stimulating, disciplined and caring environment in which teachers can teach and pupils can learn
- Providing a broad, balanced curriculum, including sport, the arts, music and also extra-curricular activities
- Caring for the individual needs of all our pupils
- Supporting and encouraging each other as members of a caring community
- Having close links with the local churches

### **We believe that:**

- Every child is unique and each child is of equal importance
- Children's learning flourishes when high value is placed on praise, encouragement, courtesy and consideration for others
- High quality teaching and good relationships with children and their parents/carers have a positive effect on children's learning

The quality of our pupils' learning and the atmosphere/environment during the primary years are critical in laying down the foundation for subsequent learning and development; our successes are important in helping our children to become happy, caring adults who will make a positive contribution to their communities

### ***Let Your Light Shine***

**We are all unique and valued members of the Saint James family sharing learning, love and laughter as we follow the teachings of Jesus.**

## **ADMISSION ARRANGEMENTS**

A school place in the Reception class is available for children from the September following their 4<sup>th</sup> birthday.

The school aims to be as inclusive as possible in our admission arrangements. Please refer to our admissions policy, which can be viewed on our website.

For children moving into the area, or wanting to join us from another school, a mutually convenient starting date can be arranged. In-year applications should be made via Warwickshire County Council admissions. All applications are considered, unless the year group is full.

### **SEPTEMBER 2024 ADMISSIONS**

The application process for entry in September 2024 can be applied for/downloaded from Warwickshire Admissions Service at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).

If you would like to come and look around our school prior to completing your application, please contact the school office to arrange a suitable time. The Head of School will be pleased to show you around. Details of our Open Days, when pupils will show you round and the Head of School is available to speak to, can be found on the school website.

### **STARTING SCHOOL**

Parents of children accepted to join the school in September are invited to come into school during the Summer Term for a new-intake meeting. This provides the opportunity to meet staff, get to know the school and the transition process and ask any questions you may have.

A clearly defined transition process is provided during the Summer Term prior to entry and at the start of the Autumn Term, to enable parents and children to settle smoothly into school life. Children start on a part-time basis and build up to full-time after the first two weeks. This process is clearly explained to parents during the new-intake meeting.

## ORGANISATION OF THE SCHOOL

### **CLASS ORGANISATION FROM SEPTEMBER 2023 (September 2024 may be subject to change due to recruitment)**

The school currently has seven classes, one for each year group

Reception	Mrs J Littler/ Mrs Irvine
Year 1	Mrs Crow/ Mrs Hothi
Year 2	Mr Morgan
Year 3	Mrs L Russell
Year 4	Mrs K Adams / Miss Estano
Year 5	Mrs L Fox and Mrs A Williams
Year 6	Mrs Burns

### **STAFF DETAILS**

<b>Headteacher</b>	Miss L Richards (leader for inclusion)
<b>Class Teachers</b>	Mrs E Crow Miss J Irvine Mrs K Adams Mrs L Fox Miss R Estano Mrs L Russell Mrs N Hothi Mr A Morgan Mrs S Burns Mrs J Littler Mrs A Williams
<b>Teaching Assistants</b>	Miss H Grant Mrs D Howkins Mrs J Levin Mrs C Rawbone Mrs N Reeves Mrs C Steels Ms B Kelch Ms K Brown
<b>School Office Manager</b>	Mr Thom Wade
<b>School Office Administrators</b>	Mrs L Blunt Mrs S Buckland Mrs SA Batty
<b>Cook in Charge</b>	Mrs Shelley Duckett
<b>Kitchen Staff</b>	Mrs J Jones

**Midday Supervisors**

Mrs Harvey  
Mrs Wilmot  
Mrs Cadwallader  
Mrs Boag  
Mrs Jones  
Mrs Michelini

**Caretaker**

Mrs J Collett

**Cleaner**

Mrs J Jones

**OVERVIEW OF THE SCHOOL DAY**

08.45 08.55	Doors open The school day begins
08.55	Registration
09.10	Assembly
09.30 - 10.30	Morning activities 1
10.30 -10.45	Morning break
10.45 -11.05	Guided reading
11.05 -12.00	Morning activities 2
12.00 -13.00	Lunch break
13.00 -15.15	Afternoon activities
15.15	School finishes

All morning and afternoon activity sessions include opportunities for extended periods of outdoor play (weather permitting) for the Reception class.

## **SCHOOL UNIFORM**

### **Daily Uniform**

Our school colours are red and grey and our school uniform consists of:

School sweatshirt/cardigan **with School Logo** (No hoodies)

Red polo shirt (no logo required)

Grey trousers or shorts for boys or girls (No leggings)

Grey skirt or pinafore dress

Red and white check summer dress

Grey, black or white socks or tights

Black sturdy shoes (no trainers, open sandals or shoes with high heels)

### **PE Kit**

All children will require a PE kit - this will be worn to school twice a week, on the days that children have their PE lesson. It consists of:

Plain black sports trousers (winter) **These are available at a heavily subsidised price on [www.yourschooluniform.com](http://www.yourschooluniform.com)**

(If you choose to buy elsewhere then clothing **must not** be branded or have any colour or words on them - we do reserve the right to monitor this.)

Plain black shorts (boys and girls) or skort (girls)

School polo shirts and sweatshirts should be worn on the top half with the option of the fleece in the winter.

Trainers should be worn to school and PE pumps will be required for some indoor PE (the teachers will let you know when these are required).

### **Logo**

We expect that the sweatshirt or cardigan will have our logo on - this is to ensure a smart appearance, create a sense of unity and also to help identify our pupils if we go out of school on a visit.

Uniform, other than the sweatshirt or cardigan, does not have to have the school logo, but clothing should be of a standard school style, which is available at most big supermarkets, or the major chain stores.

**Uniform bearing the school logo can be ordered from our supplier - My Clothing Limited.**

To buy your school uniform we have provided the website of a company selling it below. You will find pictures and details of the different items available to order, which include polo shirts, sweatshirts, cardigans, fleeces, school ties, book bags, PE bags and caps all at competitive prices with free postage and packaging and free returns. Items are usually delivered within 7-10 days.

[My Clothing](http://www.myclothing.com) [www.myclothing.com](http://www.myclothing.com) Please buy your school logo sweatshirt and/or cardigan from this site. There are other items available from here too.

[Your School Uniform](http://www.yourschooluniform.com) [www.yourschooluniform.com](http://www.yourschooluniform.com) PE sports trousers are available (at a subsidised price) on this site, as are shorts and skorts.

Make up, nail varnish and jewellery (except small stud earrings) are not permitted. Valuables should not be brought into school. In the interests of safety, earrings, watches or 'fitbit' type devices must not be worn in PE. Earrings should be removed at home on the day of PE or a tape covering should be sent in with your child for them to cover their ears.

## **LUNCHTIME ARRANGEMENTS**

Our school actively encourages healthy eating. Children have a choice of either having a school meal or bringing a packed lunch. The children are carefully looked after by our team of mid-day supervisors. A senior member of staff is always available, where necessary.

### **School Meals**

School meals are cooked on the premises. Children are offered a choice of main course and sweet. Menus are sent home, so you know what your child will be eating. Water is provided with each meal.

There are often 'special meals' offered to reflect celebrations, such as Chinese New Year and Christmas. All children are invited to participate in these events.

Special dietary needs can be catered for in consultation with the school.

We encourage your child to follow a set weekly meal pattern. Two weeks' notice must be given for any changes to this, except in exceptional circumstances.

Meals should be paid for in advance. Termly, monthly or weekly payments are preferred. All payments should be made via ParentPay.

As at 1st September 2024, meals cost £2.63 per day.

All pupils in Reception class and in KS1 are entitled to receive a meal free of charge. This is a government initiative and is different from free school meals. We actively encourage parents who are on a low income and think they may be eligible for Free School Meals to make an application. This benefits the child and the school. Please ask in confidence at the school office if you think you may be eligible. Details about the eligibility criteria and how to apply can also be found on the Warwickshire website [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

### **Packed Lunches**

Packed lunches should be brought into school in a clearly named container. These **should not** contain fizzy drinks, or sweets. We are a '**nut free**' school and ask that nuts are not brought in, either whole or contained within a product, due to pupils with allergies. Drinks should be in a carton or plastic container; no cans or glass bottles.

## **Fruit**

Children in Reception and Key Stage 1 are entitled to free fruit, which is eaten during morning break. There is normally a choice of items. Anything other than fruit is not permitted at morning break.

## **Milk**

Children are entitled to free milk until the age of 5. If you wish your child to continue having milk after this, you can purchase it at a subsidised rate, from Cool Milk at School Ltd. You will need to register your child with them at [www.coolmilk.com](http://www.coolmilk.com).

All children are expected to bring a named water bottle into school each day. This should only contain water (**not** juice or flavoured water) in line with our healthy schools policy.

## THE CURRICULUM

Children in the Reception class will follow the 'Foundation Stage' Curriculum; this takes into account their love of play and individual interests and continues the learning journey begun in the pre-school setting. Learning activities take place through seven areas of learning:



- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



Children in Years 1 and 2 complete the first stage of the National Curriculum, known as 'Key Stage 1'. Years 3 to 6 follow the second stage, known as 'Key Stage 2'

The National Curriculum consists of:

- English
- Maths
- Science
- Computing
- History
- Geography
- Design Technology
- Art
- Music
- Modern Languages (Key Stage 2)
- Physical Education

Physical Education is currently taught in some classes by professional sports coaches from Onside Coaching.

Personal and Social Education and Citizenship are also addressed throughout the school day.

As a Church of England school and in line with statutory requirements, Religious Education is taught using the Warwickshire agreed syllabus. Parents have the right to withdraw their children from RE and Collective Worship. If this is your wish, you are asked to make an appointment to discuss it with the Head of School.

Many of the above subjects are covered through cross-curricular topics. However, when appropriate, subjects are taught separately, particularly in Key Stage 2.

We encourage the children to:

- Work from first hand experience as much as possible
- Make reasoned choices about their work within the limits set by the teacher
- Use the school environment as a resource for their learning
- Help each other.



## **SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND) AND MORE ABLE CHILDREN**

At St James' we recognise that some children have special needs which require extra attention, either because they are particularly gifted, or because they are experiencing learning difficulties.

We provide our own support within school, including agreeing specific learning targets with children and parents. Children are supported by their class teacher, teaching assistants and the school's Special Educational Needs & Disability Co-ordinator (SENDCo). Where required, we can also call on outside agencies for additional, specific support.

We are fortunate in having a sensory room on site. This has been built to provide appropriate space in which children with particular needs can rest, access sensory activities, or meet quietly with support teachers and external agencies, as appropriate.

## EDUCATIONAL VISITS

A range of visits and visitors are offered throughout the academic year to enrich the curriculum. Recent examples include the RSC, Warwick Arts Centre, Robot Day, The Chemistry Man, Day of the Drones, A Planetarium, Young Shakespeare Company, POPUK, The Sea Life Centre, Warwick Castle, Umberslade Farm, Compton Verney (Art workshops), Birmingham Museum, Think Tank, Coventry Cathedral, Leamington Gurdwara and The Houses of Parliament.



In Year 6, children attend a residential visit where they participate in a range of outdoor pursuits and team-building activities.



## EXTRA CURRICULAR ACTIVITIES/EXTENDED SERVICES

Staff and outside agencies provide a variety of activities, which are available to children during lunchtimes and after school. The range of clubs offered to specific year groups during the current year may include:



- Cooking
- Multi -Sports
- Cross -Country
- Netball
- Gardening
- Astr
- Art Club
- Rounders
- Knitting
- Athletics
- Choir
- 

A small charge may be made for activities organised by external agencies.

Children have the opportunity to have music lessons with peripatetic music teachers, and join their peers in other schools for sports matches and other activities. Children in Year 3 also have swimming lessons each week.



## **SCHOOL AND HOME LINKS**

### **COMMUNICATION WITH PARENTS**

Every Friday a Newsletter is sent out via class dojo, our school communication app. The newsletter gives an overview of what has been happening in school, celebrates achievements and provides important messages and diary dates for the weeks ahead.

Other correspondence is sent out from the school office on an ad-hoc basis to remind parents about forthcoming deadlines, outstanding payments and other administration requirements. We now use Class dojo for the majority of outgoing communications and event notifications.

Letters giving specific details about school events, etc. are sent out as required.

Termly letters are sent to parents from the class teacher providing an outline of the work to be completed that term.

The school's website is regularly updated and includes copies of all newsletters and correspondence sent out to parents.

### **SCHOOL EVENTS**

Throughout the year parents are invited to come into school for a variety of events. These include productions, sports day and music festivals.

At 9.10am on Friday mornings, we hold a Celebration Assembly in the school hall, to which all parents are invited. During this assembly children's achievements are recognised and Stars of the Week are awarded. If your child has achieved an award outside of school, you are welcome to bring this into school during the week for presentation during the assembly. This assembly gives you the opportunity to come in and learn what has been happening in school and feel part of your child's school life.

Parents are always welcome in school as classroom helpers, listening to readers, preparing materials, supporting extra-curricular activities and educational visits, etc. If you feel you are able to help in school in some way, please contact the school office, or your child's class teacher. Please note, all helpers are required to undergo a safeguarding check with the Disclosure and Barring Service (DBS). More information about this is available from the school office.

## **CHILDREN'S PROGRESS**

Appointment Open Evenings are held during the Autumn and Spring Terms, to enable you to discuss your child's development with their class teacher and agree ways to enable further progress to be made. You can also see class displays and examples of your child's work.

An informal Open Evening is held at the end of the Summer Term, providing a further opportunity to view your child's work and speak to the class teacher and Head of School, if required.

Prior to the Summer Term Open Evening you will receive a written report, giving full details of your child's progress throughout the academic year and the results of end of Key Stage assessments for children in Years 2 and 6.

The teaching staff are continually assessing children's progress in all areas of the curriculum. If you feel your child is experiencing a particular difficulty, either with learning or social relationships, you are welcome to discuss this with the class teacher or Head of School at any time. Please contact the school to arrange an appointment for a mutually convenient time.

## **ATTENDANCE**

Parents have a legal responsibility to ensure their children attend school regularly.

Registration begins at 8.45am each morning. Parents should ensure their child arrives at school on time. If your child is late, they must be accompanied into the school building, via the main entrance and signed in at the school office. In addition, if it is necessary for your child to leave school during the day, they must be collected by a known adult, via the main entrance and signed out at the school office.

If your child is to be absent from school for any reason, including medical appointments and illness, please contact the school office, so that the appropriate mark can be recorded on the register.

The Department for Education expects schools to discourage the taking of holidays during term time. We have signed the Attendance and Compliance Enforcement memorandum of understanding which entitles us to seek support from Warwickshire Local Authority if children are regularly absent from school.

If you wish to request absence for a holiday, please complete a WCC Leave of Absence Form, available from the school office or download a form via our website -Key Information—Policies—Attendance—Application for Leave of Absence.

The circumstances in which holidays may be authorised and additional information required are explained in detail on the form. All forms should be completed and agreed before the holiday is booked. If your request is refused, but your child is still absent from school, the absence will be recorded as unauthorised.

Absences are carefully monitored, and the school has a legal obligation to report unauthorised absences and problems with attendance. We will work with parents and children to resolve the problems, and where necessary referrals to the Educational Social Work Service will be made.

## **BEHAVIOUR**

All pupils are expected to adhere to the school behaviour policy which was devised through consultation between staff, parents and pupils. Staff build good relationships with their class and always begin from a positive stance. Please refer to our behaviour policy and anti-bullying policy which are available on our school website.

## **HOME LEARNING**

Children are encouraged to think about topic work at home and complete small tasks relevant to their academic level and individual ability. This provides the opportunity for parents to become involved with their child's learning and develops the bond between home and school. It also enables the child to consolidate their learning and apply what they have learnt in school. If you have any queries about your child's homework, please speak to their class teacher.

Home Learning may include:

- Reading and/or sharing books
- Letters, sounds or words to be learnt
- Handwriting exercises
- Number work
- Number facts to be learnt
- Games to play
- Additional research or tasks to be conducted relating to a class topic
- Presentations
- Model making or Artwork

## **OUT OF SCHOOL CARE**

Before and after school clubs, organised by Beechwood Childcare, who operate on the school grounds, are open every day. They also operate a holiday club during the school holidays.

Information and bookings for these should be made directly with Beechwood Childcare on 01926 815155.

## **SECURITY AND HEALTH AND SAFETY**

School staff and governors are committed to protecting our children and ensuring a safe and healthy environment for everyone on the school premises.

All gates to school, with the exception of the car park gate, will be locked at 9.00am and unlocked at 15.10pm. During the school day all visitors must use the main entrance and report to the school office. The school caretaker locks the premises at 17.45. Therefore, the main entrance must be used for evening events.

Parents are asked not to drive in, or walk through, the car park when collecting or dropping off children at the start and end of the day. The car park gates are closed from 8:30. If you need to speak to a member of staff, please use the main entrance. If your child is not being met by the usual person, please inform their class teacher of the new arrangements.

## **ILLNESS AND ACCIDENTS**

Parents are asked to provide emergency contact details for use in the event of illness, or an accident. These are requested at the time of admission and reviewed on an annual basis. Please ensure you advise the school office if there are any changes.

While we ask that parents should try to avoid sending medicines into school, if your child requires prescribed medicines during the school day you are welcome to come in and administer these. If you require school staff to give the medication, please complete a consent form available from the school office. Medication will be retained in the school office during the day. Staff cannot be held responsible if medicines are forgotten.

## **SAFEGUARDING ALL PUPILS**

**'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children.** Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care. **This will only be done where such discussion will not place the child at increased risk of significant harm.** Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

## **IF YOU HAVE A CONCERN**

At St James C of E Academy we are committed to maintaining the partnership between home and school. If however, parents have any concerns about their child's education and welfare, or feel that there are any circumstances at home that the school should be aware of, please do not hesitate to contact us.

Most problems can be resolved by talking to your child's class teacher. If you wish to discuss the matter further, please make an appointment to speak to the Head of School, via the school office. If your problem remains unresolved, you may wish to speak to the Executive Headteacher or contact the Chair of Governors, in writing. This can be sent via the school office marked 'private and confidential'.

The school has a formal complaints procedure. The policy can be viewed on the school website, or a copy can be provided by the Clerk to Governors.

