



# St James'

## CHURCH OF ENGLAND ACADEMY

**Together we live and learn in the light of God**

Kindness - Respect - Perseverance

**Newsletter - Wednesday 3rd September 2025**

### Welcome Back

We hope you all had a fantastic summer and it was great to welcome everyone back into school yesterday for the new school year. The children all seem to have settled very well into their new classes and they should be congratulated for their effort and attitude during this first week back.

We are very pleased to welcome our new children to St James' - those that are starting their full time education in our reception class and the children joining us new into our nursery class.

### **Attendance**

A good attendance record has a positive impact on children's achievement, their ability to socialise and their emotional wellbeing. Please remember that we are unable to authorise any absences due to holidays taken during term time and that penalty notices may be issued (**£80 per parent, per child**).

*Please notify the school office first thing in the morning if your child is absent for illness or a medical appointment.*

### **Punctuality**

It is also essential that children arrive in school on time each day to ensure they do not miss out on their learning. We have recently noticed an increase in children arriving late and having to come into school via the school office. Classroom doors are open from **8.45am** and registration is at **8.55am**. Children need to be in the classroom for this registration time.

## School Uniform

Children continue to look smart in their

- Light grey trousers/skirts/shorts
- White polo shirts
- Red jumper or cardigans
- **Black school shoes (trainers must be plain black with no coloured soles/strips/logos/laces etc)**
- Sandshoes are needed to be worn inside school



Thank you for your support of our school uniform policy.

*Please write your child's name in their uniform, this prevents any upset if items are misplaced.*

## PE Kit

Please ensure your child wears the correct PE kit at school. This consists of a

- Plain white T-shirt and plain red shorts
- Outdoor kit of plain black joggers and sweatshirts

If you need to order any items of school uniform, please contact the school office and they will be able to help you with this.

## Outdoor Clothing

As the weather is unpredictable at this time of the year, please make sure your child brings a coat to school for playtimes and lunchtimes.

## Jewellery

We don't consider it necessary for your child to wear any jewellery whilst at school. However, if you feel that this is essential, please make sure that this is limited to **one small pair of stud earrings** in the lower lobe area and one watch; these must be removed for health and safety reasons when taking part in P.E. lessons.

## Important Information about Funding – Please help us to help your children:

We are trying to get additional funding into school to enable us to again begin taking the children on subsidised visits out of school to support their learning. If at any time you are in receipt of any of the benefits listed below:-

Income Support, Jobseekers Allowance, Child Tax Credit (with an annual income of not more than £16,190 as assessed by the Inland Revenue), Guarantee element of State Pension Credit, Income Related Employment and Support Allowance or an Asylum Seeker

and you have not completed a form since receiving these benefits, please pop into the office and we will help you to complete a simple form that will ensure your child gets free school meals when they are in key stage 2 and helps us to get additional money into school. This is called Pupil Premium. Please speak to Mrs Todd or Mrs Allen, our Administration Officers, if you require more information.

## Tax Free Childcare Scheme

Financial support for parents is offered through the Government on the Childcare Choices website. This funding is to provide support with the costs towards nursery, breakfast club and after school club fees. If you think you may be eligible you can apply for the Tax Free Childcare for St. James' CE Academy through the website below:

<https://www.childcarechoices.gov.uk/>

## School Security and Safety

### Lunchtimes

The entrance gates to the school field remain locked throughout the day between 8:55 am and 3:10 pm. If your child goes home at lunch time please arrange to meet them at the main door into the school (school office entrance). Children should return into school via this route on their return after lunch.

### Car Parking

It is imperative that no parents or taxis use the school drive to turn round, drop off or to park. For the safety of all of our children please do not come onto the school site in your car to drop off or collect your children. This applies before school, at lunchtime and at the end of the day. The yellow zig zags outside the school site must also be kept clear. These are monitored randomly and parking on these is illegal and may result in a fine of £100 and 3 penalty points on your licence.

### No dogs on the school site

Please remember that dogs are not allowed on the school site, even if being carried.



### No smoking and vaping

We are a non-smoking site, this includes the use of vapes/e-cigarettes.



### Keeping Safe on the Playground Before and After School

Adults or children riding bikes or scooters on the playground before or after school presents a health and safety risk for other children and adults. Please make sure that your child does not ride his/her bike or scooter on the playground at the beginning or end of the school day. Bikes being left on the school premises during the day need to be securely locked in the bike racks at the front of the school.

For health and safety reasons it is essential that no children climb on the play equipment on the playground or field before or after school.

### Lockdown and Evacuation

As part of our Health & Safety procedures we regularly carry out fire drills with our pupils to ensure that they know how to respond in the event of a fire. This procedure is a quick evacuation of the building onto the school playground.

To ensure pupil safety we also have Evacuation and Lockdown procedures in the event of an emergency. For your information these are -

#### Lockdown

- In **mobile classrooms**, everyone should stay put; the shutters will be closed and the doors locked
- In the **main school**, external doors and windows will be locked by staff in each classroom and

children will be quickly and calmly moved into the hall

- Anyone **outside** will be instructed to move into the hall
- In the **main school**, once everyone is in the hall, internal hall doors will be locked

### Evacuation

- The exit gates will be opened by staff
- Y6 pupils will walk around the exterior of the building to join EYFS and support them walking to the evacuation point
- Each class will take the quickest route out of the school/academy, across Leads Road at the crossing and make their way to Redwood Glades
- On arrival at Redwood Glades, calls will be made to parents

Throughout the term we periodically practice **Fire and Lockdown** drills. This information is just to let you know about these procedures before the children come home and talk about them.

## Safeguarding / SEN / First Aiders

Child Protection Co-ordinator/ Safeguarding Lead: **Miss Strickland**

Deputy Safeguarding Leads: **Mrs Moore and Mrs Hunter**

SENDCo: **Mrs Moore**

Our first aiders are:

**Miss Brown, Mrs Allison, Mrs Calvert, Mrs Emerson, Mrs Drury, Mrs Ledger, Miss Richardson, Mr Wigley, Mr Jowett, Mrs McCloud and Mrs Gardiner.**

### Do you know how to keep your child safe at home when they are using a mobile phone, tablet or similar electronic device?

Although we teach the children on a termly basis about keeping themselves safe whilst online, we are still hearing concerning stories from some of our parents about unsuitable material or conversations their children have accessed (often quite by accident because settings on devices did not protect them). Many parents and staff are surprised and alarmed by the extent that some people will go to, to gain access to children online.



*Information on how to keep your child safe online can be found on the school website.*

## Breakfast Club

Breakfast club is open daily for working parents from 7.45am and costs £1.50 per child per day. Please remember that this must be booked prior to attendance and children can arrive at breakfast club up to 8:20am.

## School Dinners

Just a reminder that school dinners for children in KS2 (Y3-Y6) are £2.53.



## After School Club

Our After School Club is open to pupils from Reception to Year 6 and children will need to be collected from the main school office. Children will be provided with a drink of juice and a biscuit after school – allergy information will be checked and followed.

Children staying between 3.15pm – 5pm will be charged at £5.00 per night. Children will need to be booked and paid for (either through the ParentMail App or at the school office) prior to attending the After School provision.

## Important dates for your diary

Below are some important dates for your diary. Most events will have additional information released closer to the time.



<b>Thursday 11th September</b>	Y6 attending a Sports Day at Kingswood High
<b>Wednesday 1st October</b>	Reception & Y1 Macmillan Coffee morning with phonics information
<b>Friday 3rd October</b>	Harvest Festival service at St. James' Church
<b>WB 20th October Monday 20th October</b>	Parents' Evenings School Photographs
<b>Thursday 23rd October</b>	School closes for half term holiday
<b>Friday 24th October</b>	Training Day - closed to pupils
<b>Monday 3rd November</b>	Children return to school
<b>Thursday 18th December</b>	School closes for the Christmas holiday
<b>Friday 19th December</b>	Training Day - closed to pupils
<b>Monday 5th January</b>	Children return to school
<b>Friday 13th February</b>	School closes for half term
<b>Monday 23rd February</b>	Children return to school
<b>Friday 27th March</b>	School closes for the Easter holiday
<b>Monday 13th April</b>	Children return to school
<b>Monday 4th May</b>	School closed for Bank Holiday Monday
<b>Friday 22nd May</b>	School closes for half term
<b>Monday 1st June</b>	Children return to school
<b>Friday 17th July</b>	School closes for the summer holidays