



St James'

CHURCH OF ENGLAND ACADEMY

Together we live and learn in the light of God

Kindness - Respect - Perseverance

Newsletter - Thursday 6th November 2025

Welcome Back

We hope you had an enjoyable half term break and we are delighted to welcome the children back for another busy half term. For your information, newsletters regarding your child's current learning in the classroom can be found on our website.

Further information about the work of our Trust, Heartwood Learning Trust can be found on the website at <https://hlt.academy>

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**).

We will once again be pulling our 96% Attendance Golden Ticket prize draw on the last day of this half term, with a FS2/KS1 and KS2 scooter available to be won.

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 beginning to get colder and wetter 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.

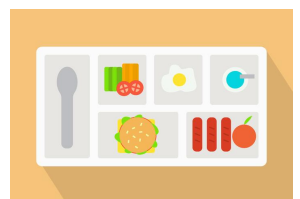
School Dinners

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. Parents who may need after school care beyond the 5.00pm finish are welcome to contact the school to discuss their requirements. Should 3 or more children require this prebooked and paid for provision on a particular evening then we will look to provide these specific dates to the 5.30pm finish at an additional cost of £2.00 per evening, making the cost from 3.15pm a total of £7.00.



Important dates for your diary

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



Thursday 6th November	M&M Production performance of Jack & the Beanstalk for Y1-Y6 pupils
WB 10th November	Anti-Bullying Week activities
Friday 14th November	Children In Need fundraising led by Y6
Tuesday 2nd December	Christmas Fair
Thursday 4th December	Y6 Museum visit - Victorian Christmas
Tuesday 9th December	Y5/6 Christmas singing for the parishioners at St. James' Church Hall
Wednesday 10th December	Choir from Y5/6 singing at North Point Centre - AM
Thursday 11th December	Father Christmas visiting - seeing children in his Grotto
Friday 12th December	Christmas dinner and party afternoon
Monday 15th December	Christingle service for pupils
Tuesday 16th December	Choir from Y5/6 singing at St. Stephen's Centre PM - Nativity performance - FS2/Y1 - no younger children
Wednesday 17th December	AM - Nursery singing PM - Nativity performance - FS2/Y1 - with younger children
Thursday 18th December	PM - Christmas service at St. James' Church School closes for the Christmas holiday
Friday 19th December	Training Day - closed to pupils
Monday 5th January	Training Day - closed to pupils
Tuesday 6th January	Children return to school
Friday 13th February	School closes for half term
Monday 23rd February	Children return to school
Friday 27th March	School closes for the Easter holiday
Monday 13th April	Children return to school
Monday 4th May	School closed for Bank Holiday Monday

Friday 22nd May	School closes for half term
Monday 1st June	Children return to school
Friday 17th July	School closes for the summer holidays

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LEARNING TRUST