St James' CHURCH OF ENGLAND ACADEMY

Together we live and learn in the light of God

Kindness - Respect - Perseverance

Newsletter - Monday 9th November 2026

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

Remembrance Day

We will continue to sell poppies in support of the Royal British Legion until Wednesday 11th November. Thank you to our Year 6 pupil representatives who participated in the St. James' Church Remembrance service on Sunday, leading prayers and laying a poppy wreath on behalf of the school.



On Wednesday, the school will join together for our in school Remembrance Day Service, laying an individual poppy made by each pupil and including our moment of silence for respect and reflection.

Punctuality

It is essential that children arrive in school on time each day to ensure they do not miss out on their learning. Classroom doors are open from **8.45am** and registration is at **8.55am.** Children need to be in the classroom for this registration time. After this time children are given a late mark which can also impact on their overall attendance and may result in further action and penalty notices being issued.

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 will be issued. These are now fined according to a Pathway System and the amount will depend on the number of previous holidays.

- Pathway 1 - First Offence in a 3 year period - **£80 per parent, per child**
- Pathway 2 - Second Offence in a 3 year period - **£160 per parent, per child**
- Pathway 3 - Third Offence in a 3 year period - **No penalty notice will be issued and this will be passed to the Magistrates' Court with fines potentially up to £2500 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.

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 can be 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*
- *income based jobseeker's allowance*
- *income related employment and support allowance (ESA - IR)*
- *universal credit*
- *asylum seekers receiving support under Part VI of the Immigration and Asylum Act 1999*
- *the guaranteed element of state pension credit*
- *child tax credit with an annual income of no more than £16,190 as assessed by the Inland Revenue. If also in receipt of working tax credit, you will not be eligible*

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. The electronic gates are closed during the day and 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
Further information regarding our SEND provision can be found on our website at St. James' SEND

Our first aiders are:
Mrs Allen, Miss Brown, Mrs Hebblethwaite, Mrs Allison, Mrs Young, Mrs Emerson, Mrs Drury, Mrs Ledger, Miss Richardson, Mr Wigley, Mrs Calvert, Mr Jowett, Mrs McCloud and Mrs Gardiner.

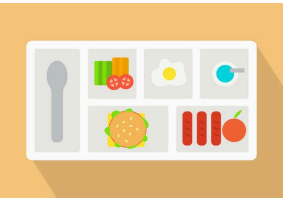
Do you know how to keep your child safe at home when they are using a mobile phone, tablet or similar electronic device?



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 £2.85.

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.

Friday 13th November	Children in Need - Pudsey Fair
WB 16th November	Anti-Bullying Week - pupils will participate in activities to challenge bullying and demonstrate our core values of respect and kindness
Wednesday 2nd December	Christmas Fair
Thursday 3rd December	Pantomime in school - Cinderella
Wednesday 9th December	Year 6 will visit Wilberforce Museum to learn about a Victorian Christmas
Thursday 10th December	Father Christmas will hopefully fit us in for his annual visit in his Grotto
Friday 11th December	Christmas dinner and parties
Monday 14th December	Our in school Christingle Service
Tuesday 15th & Wednesday 16th December	Nativity Performances by FS2 and Year 1 children
Thursday 17th December	Nursery Christmas Singing Christmas Church Service School closes for Christmas holidays
Tuesday 5th January	School reopens to pupils
Friday 5th February	School closes for half term holiday
Monday 15th February	School reopens to pupils
Friday 19th March	School closes for the Easter holidays
Monday 5th April	School reopens to pupils
Monday 3rd May	School closed - Bank Holiday Monday
Friday 28th May	School closes for half term holiday
Monday 7th June	School reopens to pupils
Friday 23rd July	School closes for the summer holidays