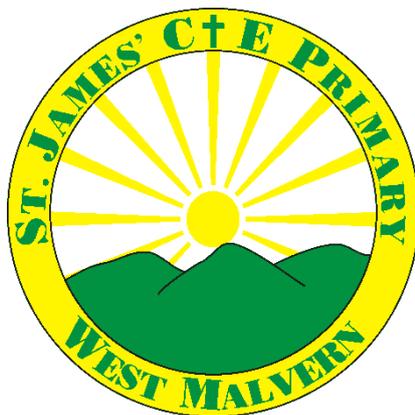


St. James' CE Primary School



Learning Together: Caring Together

School Handbook 2017-2018

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St. James' CE Primary School

Headteacher
Mrs Gemma Martin MA (Hons) PGCE
School Business Manager
Mrs Nicola Smith
School Administrator
Mrs Alison Wright
Chair of Governors
Mrs Catrin Osborn



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Learning Together: Caring Together

Dear Parents and Carers,

The governors and I would like to extend a warm welcome to St. James' CE Primary School, West Malvern. We truly believe that St. James' is a very exciting place to start your education! We endeavour to create a nurturing, family atmosphere where all children can fulfil their potential. We recognise that choosing a school for your child is perhaps one of the most important decisions you will make and it is essential that you are confident in your choice. This is the cornerstone of the partnership of trust and respect that plays such a key role in the education of our children.

At St. James' we strive to ensure that all children receive a truly outstanding education. This means that the education we provide focuses on development of the whole child, celebrating individuality and building confidence. Children need to feel safe, happy and secure in order to fulfil their potential; our most recent Ofsted report highlights the high quality care that staff members give to the children, the exciting curriculum and the high standards that all pupils achieve in their time with us.

As the children move through the school there are a wide range of opportunities for them to develop independence and to assume responsibilities, thus preparing them for life beyond St. James'. For example, our School Council ensures that all children have a voice that is heard and that issues can be dealt with fairly and democratically. The Worship Committee works hard to plan and lead specific Collective Worship sessions, as well as leading focused projects. All pupil bodies are elected by the pupils of the school.

As a Church school we are active in promoting our Christian ethos through our moral and ethical practice. Children are expected to treat each other and the school with respect, acting as good friends to each other and displaying a commitment to their own learning. Our 'Caring Values' and our 'Learning Values' are very much alive.

Please do come and look around St. James', preferably when the children are here, you will be most welcome!

Yours sincerely,

Mrs Gemma Martin
Headteacher

Our School's Status

We are a Church of England Voluntary Aided (VA) Primary School; the Governing Body is made up of governors appointed by the Diocesan Board of Education and Parochial Church Council as well as teacher, parent and local authority representatives. They are local people with a strong connection and commitment to the school.

As a VA school, we are responsible for the first 10% of the costs of repairs and improvements. The other 90% comes from the Department for Education, by way of an allocated grant that must be applied for. We have considerable support from the Diocesan Board of Education; a significant proportion of the cost of our relatively recent substantial extension was borne by the Diocese. The Governors contribute funds to the Maintenance Scheme and the cost of insuring the buildings.

Schools have been given a great deal of financial autonomy since the Education Act of 1988; the school's running costs and staff costs are funded by the Local Education Authority with control of spending exercised by the Governing Body and Headteacher.



We are proud of our Voluntary Aided Status within the Local Authority system, enabling us to call on the considerable expertise and support from both the LA and Diocesan Board of Education. A list of our highly supportive School Governors can be found on the school website.

Our School's Vision and Aims

We are a safe, happy and caring family where we support and enable one another to become confident and inspired lifelong learners. We celebrate our differences and we believe that we all have a part to play in our community and the wider world now and in the future.

We achieve this by:

- Promoting and integrating our *Christian Caring Values* of: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control in to all that we do at St. James'.
- Promoting and integrating our *Learning Values* of: respect, resilience, resourcefulness, reflectiveness, responsibility and risk-taking.
- Providing challenging and inspiring learning opportunities, both inside and outside the classroom, within a stimulating learning environment and uniquely beautiful setting.
- Putting the individual needs of every learner at the heart of our curriculum.
- Developing a sense of belonging and responsibility throughout the whole school community.
- Valuing ourselves, others and all achievements.

To fulfil these aims:

- ✓ We believe it is essential to foster a relationship of understanding and trust between home and school.



School Organisation

St. James' CE Primary School usually has around 105 children on roll.
We currently have 4 classes: 2 in Key Stage One and 2 in Key Stage Two.

STAFF **Teaching Staff**

Mrs Gemma Martin - Headteacher and SENDCo

Mrs Alison Winters - Class Teacher (4.5 days per week)

Ms Dilys Merry - Class Teacher (1 day per week)

Mr Liam Hanson - Deputy Headteacher and Class Teacher

Miss Rachel Farnell - Class Teacher

Mrs Jane Davies - Class Teacher

Teaching Assistants

Mrs Pauline Humphries

Mrs Clare Hawkins

Mrs Gemma Tomkinson

Mrs Jennifer Gadd

Mrs Mary Kieran

Mrs Karen Barker

Mrs Kate Smith

Mrs Sally Helder

Mrs Emma Jackson

Midday Supervision

Our Teaching Assistants support the children at lunch time, serving lunches, supervising the dining hall, helping to clear up and making the outdoor time a fun and interesting time. Mrs Angela Aldridge works in the kitchen during lunch times. Mrs Karen Barker is the Lead Teaching Assistant for these sessions.

Other Staff

Mrs Nicola Smith - School Business Manager

Mrs Alison Wright - School Administrator

Mr Daniel Meade - Caretaker

Our School Day



The school day begins at 8.55 am and ends at 3.15 pm.

Please don't be late:

- ✓ The school doors are opened at **8.40 am** and children are invited to come into school.
- ✓ Registration is at 8.55 am.
- ✓ **Lessons start at 9 am promptly.**
- ✓ We ask parents to support the school's routine by ensuring that children arrive punctually.
- ✓ Please always let us know the reason for any lateness.
- ✓ Government regulations require us to record statistics about lateness. We will also show these on your child's report at the end of the year.

Please don't be too early:

- ✓ Supervision begins at **8.40 am**. Please note that school cannot accept responsibility for children who arrive before this time.
- ✓ For safety's sake, please do not stop too close to the school gates. Respect the yellow lines - it is illegal to park on these. Reversing onto the school drive is a hazard for children arriving and leaving school - please find somewhere else to turn round.

Collective Worship

We have a designated time of *Collective Worship* each afternoon where the whole school gathers together. This is a special time when the school can join together for a time of reflection, linked to our focus 'Caring Value'. We listen to music, sing hymns and share thoughts for prayers. Every week the Vicar comes into school to take a *Collective Worship* session. At 9.15 am every Friday we go over to St. James' Church for our *Celebration Assembly*; here we celebrate the achievements of the week - all parents are invited to attend this session. Please note, children may be withdrawn from *Collective Worship* by their parents.

Breaks

All children have a 'Fruit Break' at 10.00 am so that they can eat fruit and have a drink. Children in KS1 are provided with fruit free of charge. Children in KS2 are encouraged to bring a piece of fruit to eat at this time. Other snacks are not permitted at this time. KS1's outside play time is from 11.00 am to 11.15 am and KS2's is from 11.15 am to 11.30 am. KS1 also have a period of play in the afternoon.

Lunchtimes

The lunchtime period runs from 11.45 am to 1.15 pm. Class 1 go through to the hall to eat first. Children are placed in 'Family Groups' consisting of children from all classes; they eat their lunch together and sometimes play organised games together. This supports our family ethos and ensures that children from across the school know each other well.

Lunches

Children may order a hot lunch; these are currently provided by Black Pepper and should be ordered via their website. Alternatively, children may bring a packed lunch to eat in the hall - it helps if this is brought in a box that can act as a self-contained tray. Please make sure that drinks are in leak proof containers. We do not allow glass bottles or fizzy drinks. As a Healthy School we know how important it is that the children understand the need to make healthy choices.

Free Lunches

All children in KS1 are entitled to a free school meal. In addition, some children are entitled to a free school meal; this is based on family income. Even if your child is in KS1, we need to know if you qualify for this because we are then able to apply for extra funding known as 'Pupil Premium'. More details are available from the School Office, please do ask.

Milk

Milk (semi-skimmed) is available each day for a small charge, or free of charge to children under the age of five. More details and application forms are available from the School Office.



Safeguarding Children at St. James' CE Primary School

At St. James' we believe that it is always unacceptable for a child to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and take this very seriously.

We provide staff with regular, robust training to ensure they know what to do if they suspect a child may be experiencing abuse or could be at risk of harm. Volunteers are also provided with detailed guidance to follow in such circumstances.

We work cooperatively with other agencies to safeguard and promote the welfare of all of our children. We strive to ensure that concerns about our pupils are discussed with parents/carers first - **unless we have reason to believe that such action would be contrary to the child's welfare.**

The Senior Designated Person for child protection is **Mrs Gemma Martin (Headteacher).**

The Deputy Designated Person for child protection is **Mr Liam Hanson (Deputy Headteacher).**

The Governor with responsibility for child protection is **Mrs Lucy Aldridge.**

We review our policy and procedures on an annual basis.

Our School Curriculum

The curriculum at St. James' C E Primary School provides a stimulating all-round education and we pride ourselves on our success in developing our children's self-esteem and social awareness. Lessons are exciting, purposeful and engaging; they are carefully designed to fulfil the statutory requirements of the National Curriculum 2014. Our children acquire skills and knowledge through a combination of practical and academic work. Teachers will use the methods of teaching and learning they consider most appropriate in delivering the curriculum. Sometimes children will work in small groups or on individual tasks. At other times, particularly during Literacy and Numeracy lessons, the class will be taught in differentiated groups. Teachers sometimes swap classes to exploit each other's expertise in particular curriculum areas. Learning is personalised and meaningful.

Children progress at different rates and because of our small class sizes we are able to take account of these differences so that every child progresses confidently and happily. As children progress through the school they are given greater responsibility and are encouraged to become more independent. This assists the smooth transition to secondary education; ensuring that the transfer process is a smooth build-up of the knowledge, skills and attitudes necessary for the next phase of education, and not solely confined to the last term.

All our lessons are supported through the use of ICT. We have interactive whiteboards in all classrooms and iPads in each key stage. Children have access to tablets, netbooks and Chromebooks. We renew and update our computers regularly so that the children are equipped to learn new skills and to benefit from the advantages that new technologies bring.

We live in a beautiful part of the world and strive to use local resources as much as possible. Children in KS1 leave school on a weekly basis to explore the great outdoors, through Forest School - they make dens, create natural sculptures and have lots of fun whilst learning the important skills of teamwork and cooperation. Children in KS2 also take part in weekly 'learning outside the classroom' opportunities.

We take our oldest children on a three day adventure in North Wales. Here they gorge-walk, canoe, rock climb and abseil. They arrive home tired but very proud of their personal achievements and also of each other's triumphs!



At St. James' we have two academic goals for our children:

- Firstly we want them to leave us with the very best Literacy and Numeracy skills that they are capable of. To this end, we have daily teaching time for Reading, Writing and Numeracy. The children are monitored carefully on a termly basis to ensure that they are making the progress that we expect.
- Secondly we want them to leave as enthusiastic learners, able to understand when they are learning well and what 'good learning' looks like. We have created an outstanding curriculum that develops the children's knowledge, learning skills and confidence throughout their time with us.

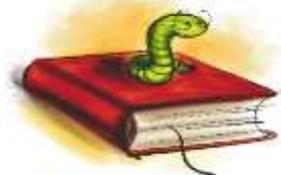
Units of Enquiry - The Creative Curriculum

We believe in engaging the children in their learning as much as possible. We use the National Curriculum 2014 as our guide, using it to provide exciting learning opportunities for the children. Each term we have an Enquiry Unit for each Key Stage. Within the framework of the National Curriculum we ask the children to consider questions that they might want answering and how they might find and present the information. Each unit usually involves an off-site visit and a final event at which the children display their learning. Throughout the unit we also focus on a key learning skill from team worker, self-manager, creative thinker, independent enquirer, reflective learner or effective participator.

Mathematics

Our Mathematics teaching is based on the National Curriculum 2014. As such we place considerable emphasis on basic skills (including the learning of tables) and problem solving. Children are expected to spend 10 minutes each day, at home, practising basic number skills such as addition, subtraction, multiplication, division and place value. We want our children to develop a strong 'Number Sense' so that they can manipulate numbers confidently and apply their knowledge in a range of contexts. We use ICT to support this but also enable our children to have robust mental maths skills.

Literacy. Our Literacy teaching is based on the statutory guidance provided in the National Curriculum 2014. As with Mathematics, this places considerable emphasis on basic skills. Reading is an essential skill and is given priority throughout the school. We hear the children read at least 3 times a week throughout the school and have daily writing lessons. We use Oxford Reading Tree as our primary scheme within KS1 and Rigby Navigator for guided reading sessions in KS2. We expect every child to read at home for at least 10 minutes every night. Children who continue to read to an adult at home in KS2 make the most progress with their reading and we have class-based reading incentives. A highlight of the school year for the older children is the John Rea Memorial Reading Prize at which the adjudicators consistently comment on the confident way in which our children read out loud. Children are encouraged to write for interest, for enjoyment and to record and communicate information. We pay close attention to grammar, punctuation, spelling and handwriting.



Science

We draw on children's natural curiosity to encourage them to carry out their own research; we are keen to develop the ability to collect, examine and critically interpret evidence. Children use their findings to draw conclusions, which they are encouraged to support, and to present them in appropriate ways. In KS1 Science is mainly taught through Forest School experiences. We encourage our children to 'think big' and to ask questions about the world around them.



Computing



This rapidly changing area of the curriculum is becoming increasingly important. We have an excellent range of technology at St. James' and an extensive software library to enable children to develop the necessary skills and confidence. All children have access to an on-line application via their Global ID's which enables them to continue work at home! We have a bank of netbooks, Chrome Books and tablets that are available for the children to use in lesson time. All of our hardware is networked and connected to the Internet via a dedicated broadband line. We subscribe to a 'child-friendly' filtered Internet Service Provider and no child is allowed web access unless supervised. Our current ratio of computers to children is around 1:2. We have software that monitors the children's use of the internet and other programs. All children are asked to agree to our Acceptable Use Policy and parents are informed of its content.

Religious Education

Developing an awareness of other beliefs forms part of the programme of school assemblies and is integrated into other lessons. Understanding of other faiths and belief systems is woven throughout the Worcestershire Agreed Syllabus for Religious Education, with time spent considering issues in depth. Visits to a range of places of worship are arranged to support learning. We believe that the children should develop understanding of the role of our school as a Church school and the work of the church. We have close links with the clergy at St. James' Church and have a set pattern of services which we follow. Parents may withdraw children from RE lessons and assemblies on religious grounds.



Music & Drama



We have a tradition of successful drama and music events in our school and all children have the opportunity to take part in plays and concerts. Our KS1 children lead the Nativity and our KS2 end of year production is led by Year 6, with other children supporting. These wonderful extravaganzas are held in St. James' Church and the Performing Arts Centre in the village, so there is room for all! Music and drama are an integral part of our curriculum; we have a range of percussion instruments in school and our very own Samba band! In addition, older children have the opportunity to learn woodwind, keyboard, strings and brass instruments.

Physical Education

All children in Class 3 have 20 hours of swimming instruction each year; we use facilities at Malvern College. Swimming is an important part of Physical Education and all children take part unless a medical reason prevents them from doing so. Bikeability courses are held in the school each year for Year 5 and 6. Dance, Games, Athletics, Gymnastics and Outdoor and Adventurous activities are taught throughout the year on a rolling programme. Every child takes part in 2 hours of PE each week. In addition, After School Clubs are offered to ensure children have access to further sessions of PE each week.



Health & Sex Education

Health Education is an integral part of the curriculum throughout school. The Governors have given careful consideration to the subject of Sex and Relationship Education and fully support the programme of sessions on 'Growing Up' given to children in Class 4. Programmes from the BBC series are used in this work. The aim is to help children gain knowledge and insight into their future physical, mental and social development and behaviour. It is presented in a moral, family- oriented Christian framework; the Headteacher is pleased to give further details on request and our policy is available on the website.



Extra-Curricular Activities

Throughout the year a number of clubs and extra-curricular activities take place. These include: Drama, Dance, Archery, Gymnastics, Samba, Cooking, Computing (Code Club), Choir, Football, Netball, Athletics, Rugby and Tennis!



We are committed to offering at least 2 after school sports clubs during the year for our children. We also offer at least 1 arts club in each Key Stage. Clubs are not offered to Reception children - they have usually given their all by 3.15 pm and are ready for a rest!

Our commitment to After School Activities has been recognised through the achievement of the Activemark and Artsmark awards.

We aim to offer a club at least 3 nights a week, with as wide a range of activities available as possible. These are changed at least termly so that children are encouraged to have a go at lots of different activities. Some of these may be run by external providers and there may be a small charge for them.

Home Learning, through the medium of Learning Logs, helps parents to know what their child is learning about and to support them. We expect children to read, learn their tables and practise spellings when they are set.



Special Educational Needs and Disabilities (SEND)

Our school policy is to adhere closely to the SEND Code of Practice 2014 so that we effectively identify, assess and provide for those children with Special Educational Needs and Disabilities. As well as offering differentiated work to children with SEND within the classroom (this applies to the most able as well as to the least able), teaching and non-teaching staff may take small groups or individual pupils for specific tuition. Children are admitted to the school solely on the basis of the Admissions Policy and there is no account taken of a child's abilities or disabilities when admissions are being considered.

In a relatively small school such as ours, there is close communication between members of staff and all children are known to the Special Educational Needs and Disabilities Coordinator (SENDCo). When any child who has been offered support is due to transfer to a new school, the SENDCo from that school is informed of the particular needs of that child.

It is our aim that every child, whatever his/her ability, achieves his/her maximum potential. Our OFSTED noted our outstanding provision for vulnerable children, including children with SEND.

The Local Authority's 'Local Offer' and the school's own SEND Policy and Information Report are available on the school's website.

Children, staff and visitors with disabilities:

The school is fully compliant with the Equality Act (2010) and is fully committed to the ethos behind it. We actively promote equality of opportunity to all our pupils both within the curriculum and at after school clubs. Through our work in PHSE(C) we promote positive attitudes towards those with disabilities and take steps to take into account peoples' disabilities.

The school has a disabled toilet and this is easily accessible to staff, pupils and visitors. Due to the gradient that the school is built on, it is important to note that access is unavoidably difficult for wheelchairs.

Gifted and Talented/More Able:

All work for the children is differentiated to cater for the differing abilities and interests of the children. In each subject, the most able children in each year group are identified and extra challenges are considered. These may be a more in depth study or using the more able child to coach other children or further extension work. On occasions children may be invited to challenge days within the cluster to share their expertise. However our More Able children will be mostly taught within the classroom to ensure a high standard for all children, whilst raising the sense of achievement for those with special gifts or talents.

Assessment and Reporting

Assessment of children's work is an integral part of the curriculum. Formal statutory external assessments take place at the end of Key Stages 1 and 2 (ages 7 and 11). These assessments take place primarily in May.

Parent Consultation meetings are held in the Autumn and Spring terms. In the Spring Term, a detailed written report commenting on each child's development and attainment is provided. An update is provided at the end of the Summer Term.

Teachers are pleased to see parents at any time to discuss matters relating to their children and the life of the school; it helps if you can make an appointment, but obviously this is not necessary if there is a problem that needs to be dealt with quickly. It is important to note that teaching staff are not normally available to discuss concerns at the beginning of the day due to preparations for the day ahead, however Mrs Martin may be available.

Attendance Policy

We expect children to be in school unless they are ill; you have a legal duty to send your child to school. Requests for your child to be absent from school should be made in writing to the Headteacher, in line with our Attendance Policy which is available on our website. We have to record absences as 'authorised' or 'unauthorised' and all absences are shown on your child's annual report. Absences are unlikely to be 'unauthorised' unless there is an exceptional reason for the absence and your child's attendance is in excess of 95%. Absences cannot be authorised after the event.

If your child is unwell then he/she should be kept at home until fit to return. If your child has sickness or diarrhoea, please keep them at home until 48 hours after the last episode. Absences should be reported to the school by 8.30 am. Routine dental and medical appointments should be made in the school holidays, or out of school hours, wherever possible. For obvious safety reasons, no child is allowed out of school for dental appointments etc. unless a note is received or the child is collected by a parent.

Complaints Procedure

If parents have a concern about the school or about a particular incident, the following procedure should be followed:

1. Arrange an appointment with the relevant class teacher to enquire further.
2. If this does not resolve the matter, arrange an appointment with the Headteacher.
3. If there is still a problem, send a formal record of complaint to the Chair of Governors, who will arrange for the complaint to be discussed by the appropriate Committee of the Governing Body. Parents will then be notified of the outcome.
4. If there is still disagreement, parents should send a letter to the County Education Officer.

Our Complaints Policy is available in full.

Admissions Procedure

1. Applications will be invited and notice of the closing date for applications will be advertised at the beginning of the Autumn Term.
2. To enrol a child at the school a parent/guardian must complete a Worcestershire County Council application form (PA1). Please complete a Register of Interest form too so we are able to send you form PA1 when it is time to apply for a place.
3. Parents/guardians applying for a place for their child at the school will be notified of the decision by letter by March.
4. Parents whose application is unsuccessful have the right of appeal. Parents who wish to appeal should notify the school giving full reasons, in writing, within three weeks. Letters should be addressed to the Clerk of the Governors at the school.
5. Consideration of a late application will be given by the Governors where:
 - a) a family moves into the area after February
 - b) overall capacity permits.

The admission limit for the school is 15 children to be admitted into the first year group (Year R).

The full Admissions Policy is provided at the end of this document.

Behaviour

Most of our rules for behaviour are designed to ensure the children's safety and well-being; these are based on Christian values and the standards that parents would normally set at home. We work in partnership with you to develop children's self-discipline and encourage behaviour that shows consideration for others. We work hard to create a positive attitude towards school and to provide a stimulating environment in which to work and play; this in turn prevents many problems from arising. At all times we praise and reward good behaviour. For certain types of misbehaviour, children may lose privileges. If a child's behaviour gives particular cause for concern, staff will wish to discuss the situation with parents. **Bullying is not tolerated and is dealt with promptly.** If parents have any concerns they should discuss them with a member of staff immediately.

Our Behaviour and Anti-Bullying Policies are available for inspection.

Medical

Children are seen by the School Nurse shortly after they first enter school and at intervals thereafter. Parents are informed of this in advance and are invited to be present if they desire.

Please inform us of any relevant medical history (including allergies) that could affect your child's development and education. This can be easily achieved by filling in the medical history form as soon as possible. All kinds of changes in the life of a child can have an effect on that child's feelings of well-being and security. This, in turn, can affect the child's attitude and behaviour. Please keep us informed of any relevant information. No verbal messages are sent home. Communication is via the Weekly Newsletter, Home Liaison Book, Mail Bag or telephone. Trained First Aid staff can only administer prescription medicines upon receipt of a fully completed Medicine Form. Medicines must be handed over to the Office and should be clearly labelled.

Healthy School

At St. James' we actively promote healthy lifestyles and we have achieved Healthy School Status. We encourage and explain the need for a healthy diet, the need to exercise regularly and why we need to look after our planet. We encourage the children to walk, cycle or scoot to school. We have a non-smoking policy throughout the school and grounds. We consistently raise the children's awareness of what we can do to make life better for ourselves and those in the wider community and our responsibilities to them. Children are asked not to bring sweets into school to celebrate birthdays or other occasions.



School Uniform

It is expected that all children will wear school uniform; this promotes a sense of belonging and security.

Girls:

- ✓ Bottle green jumper or cardigan, school sweatshirt or cardigan.
- ✓ Gold polo shirt.
- ✓ Grey skirt/ pinafore dress or grey trousers.
- ✓ Green & white striped or check summer dress.
- ✓ White socks (green or grey tights in winter if desired).
- ✓ Black shoes (not trainers).
- ✓ Warm tracksuit in bottle green.

Boys:

- ✓ Bottle green jumper or school sweatshirt.
- ✓ Gold polo shirt.
- ✓ Grey flannel trousers (short or long).
- ✓ Grey/black socks.
- ✓ Black shoes (not trainers).
- ✓ Warm tracksuit in bottle green.

- ❖ **For safety's sake, please avoid extreme footwear styles; high heels, boots and open toed sandals are not suitable for school.**
- ❖ **Jewellery is not permitted. Children with pierced ears may wear plain studs but these should be easily removable for certain activities.**
- ❖ **Hair that is below the collar should be tied back whilst in school.**

P.E.

All clothing and games kit should be clearly labelled.

All children are expected to have a gold school PE t-shirt and green shorts.

Children will not be allowed to take part in either P.E. or club activities unless they are suitably dressed and shod. This is a health and safety issue and strictly enforced.

They should have a pair of trainers for outdoor work and pumps for indoor work. School T-shirts and green shorts are available from the school. Pupils in Class 3 will also need swimming costumes/trunks and hats (for children with long hair). They may wear a bottle green tracksuit, instead of school uniform, on swimming days.

Winter: Sturdy trainers/football boots are needed for team players. Warm tracksuits in bottle green are suggested. A pair of wellies in school when it is very wet or snowy is also very helpful.

The school cloakrooms do not have space for large sports bags. The school offers a waterproof drawstring bag with the school name and logo on - price on a separate sheet. School sweatshirts, cardigans, PE kit and hats for summer are available from the PTA. All other items can be purchased from School Togs in Malvern or other high street stores. Second hand uniform is available for purchase via the school PTA.

Off-Site Learning

Learning Outside of the Classroom

We regularly take the children out of school to enrich their learning across the curriculum. Some of these off-site sessions are local: on to the hills or into Malvern, whilst some are further afield. We have visited Cardiff, Birmingham, Bristol, Jodrell Bank and Weston Super Mare in recent years. As a courtesy we will always try to inform you if your child is going off-site. When visits are within school time and are being used to support the curriculum, you are not able to withdraw your child unless it is on religious grounds.



Charging & Remissions Policy

Schools are not allowed to charge for arranged activities such as educational visits, theatre trips and so on - only voluntary contributions may be sought. The Law requires that such activities should be open to all pupils involved without reference to any particular payment. The governors encourage and support the staff in arranging activities which might involve additional expense and invite parents to make a voluntary contribution to fund the activity. An indication is given of the cost per child. Parents are at liberty to make any or no contribution. Parents should understand that if these voluntary contributions do not meet the cost of an event then it may not be possible to hold it due to funding.

Parental Involvement

As well as parental help in class activities, we welcome involvement in all aspects of school life. There is a thriving Parent Teacher Association (PTA), of which all parents automatically become members. The main aim of the PTA is to foster sound links between home and school. The Association also arranges a wide variety of social and fund-raising activities. PTA fundraising has purchased: new educational materials, books, playground and sporting equipment, computer systems and supported redecoration projects. Some school visits are also subsidised by PTA funds, for example theatre trips and trips to the Safari Park! We very much appreciate the ongoing support of the PTA.

Admissions Policy 2016/17

St. James' CE Primary School, West Malvern Road, Malvern, Worcs. WR14 4BB.

St. James' is a Voluntary Aided school and as such the Governing Body is the Admissions Authority. However, the admissions process is administered on behalf of the Governing Body by the Local Authority (LA). All applications to the school should be made on the LA form to the LA who will coordinate with the school to determine whether a place can be offered. This applies for all applications, including within year applications. Further details can be found at the end of this policy.

Please read these notes in conjunction with the 'Information for Parents' booklet which can be obtained on request from St. James' CE Primary School and from the Local Authority www.worcestershire.gov.uk/schooladmissions . The CA1 form (for in-year admissions) and the PA1 (for admission into the Reception Year in September 2016) can also be downloaded here or obtained from the school.

School Procedure

Children can start school in the September after their 4th birthday. At St. James' CE Primary School there is one intake each year in September. The school is prepared to have flexible arrangements in building up to coming full time. This may be discussed with the Headteacher after formal acceptance in to the school. The legal situation is that children do not have to attend school until the term after reaching their 5th birthday. Under these circumstances the school will reserve a place provided it is taken up within the academic year 2016/17. It is not possible to defer a place for admission in September 2017. As with any application, the admissions criteria will be followed.

The Worcestershire County Council closing date for applications is 15th January 2016. It is essential if you are a Worcestershire resident that you apply by the Worcestershire County Council deadline for the cohort your child is in. If you are a resident of another Local Authority, you must make you application to your Home Authority by their relevant closing date. This applies whether you wish your child to start school before the age of five or not. It should be understood that, owing to the limited size of the school, the Governors cannot undertake to admit every child for whom a form is completed. For children resident in Worcestershire, letters will be sent by 2nd class post from the LA in April with the offer of a place. For pupils not resident in Worcestershire, the offer or

refusal of a place will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

The Catchment Area

The catchment area is detailed at the end of this policy and further details can be obtained both from the Headteacher and the Local Authority. On the application form you may state 3 preferences and all preferences will be treated equally and the admissions policy applied to all preferences. It is no longer lawful to operate a first preference first scheme. If more than 1 offer can be made applying all relevant criteria then whichever school the parent ranked higher would be offered.

It is also important for you to note that, if your child were admitted to a primary school of your preference (other than the catchment area school), your child may not have high priority for transfer to the related high school. If the related high school is over-subscribed at the time of transfer, your child might then have to move in a different direction to other children attending the same primary school. Again, the School should be able to let you know whether or not that has been a problem in your area in recent years.

Admission Arrangements SEN/Disability

The school will adhere to the SEND Policy when considering admissions. No child will be discriminated against on grounds of special educational needs including disability. A copy of this policy is available.

Change of Address/Withdrawal of Application

Please notify the Headteacher of any change of address prior to the date of admission, as that might affect entitlement to a place at the school. It is very important to let the Headteacher know if you are withdrawing your application following a change of address, or for any other reason.

Additional Information

Please contact the School Administrator or the Headteacher if you need further information or require any points to be clarified. Waiting lists will be maintained until the end of the Autumn Term in which the children start school.

Admissions Criteria

In accordance with legislation a child with a Statement of Special Educational Needs or an Educational Health Care Plan (EHCP) will be offered a place at the school named on the Statement.

If the number of applications exceeds the admission number, the Governors will consider applications according to the following order of priority. All preferences are treated equally.

1. Relevant 'Looked after' and previously 'Looked after' children. 'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. A child for whom this is the catchment area school for the child's home address who will have brothers and sisters attending the school at time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living permanently at the same house. Children previously at the school will not 'count' as a sibling.
3. A child for whom this is the catchment area school for the child's home address (see the list at end of this policy).
4. A child who will have brothers and sisters attending the school at the time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same house. Children previously at the school will not 'count' as a sibling.
5. A child for whom St. James' CE Primary School is the nearest school. The measurement will be from the post code of the school to the post code of the child's home address. It will be measured using Google Maps
6. A child in a family who are members of St. James's Church, as defined by:

- i) A child who can show a regular commitment/attendance at St. James'. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - ii) A child who can show a regular commitment/attendance at a Church of England church. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - iii) A child who can show a regular commitment/attendance at another Trinitarian Church. A letter from the minister should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - iv) The active involvement of parent and/or child in the work and worship of a community of any other established religious faith. A leader or representative of the religious community should provide written confirmation. If this information is missing the criterion is not met.
7. A child for whom there are special medical or social reasons or circumstances for admission, which should be fully explained. This should be in the form of a letter from the GP (medical) or from a relevant body (i.e. social worker, pre-school leader). This is to be attached to the application form at the time of application.
8. A child who lives nearest to the school by the shortest available walking route. The measurement will be from the front gate of the school to the front gate of the child's home address. It will be measured using a combination of a trundle wheel and a car odometer, whichever is most practicable. In the event of a tie break, then lots will be drawn in compliance with the Local Authority process.

N.B.

- Children looked after by the Local Authority have priority **OVER ALL OTHER CHILDREN**
- In accordance with legislation a child with a Statement of Special Educational Needs or an EHCP will be offered a place at the school named on the Statement.
- In the event of multiple births, all children will be ranked equally, based on the criteria above. In the event of this taking us over our PAN we will admit all children from the multiple birth.

- Parents are legally entitled to access education in the September following their 4th birthday. If parents wish their child to be educated part-time until the term after their fifth birthday, they should discuss this with the school.
- Requests to educate children outside their normal age range will be considered by the school on an individual basis. Parents should contact the school to make an appointment to discuss the matter with the Headteacher in the first instance. The matter will then be referred to the Governing Body. Their decision will be based not only on the needs of the child but also the number of children in the year group already and the number of children in the class. The school is not able to have more than 30 children in a KS1 class, except in exceptional circumstances.
- All children must attend school from the term following their 5th birthday. Should parents wish to defer the entry of their child they should discuss the matter with the Headteacher. Please note children starting in the September after their 5th birthday will be expected to join Year 1 not the Reception Year. Admission will be determined on the admission criteria already laid out should there be a place in Year 1, provided a parent/guardian has completed an application form to enrol their child by the relevant closing date of the Home Authority.

The LA, on behalf of the *Governors*, will notify parents of the outcome of their application for a place in the intake year from September 2016 during April 2016.

Parents whose applications are unsuccessful have the right of appeal. It would be helpful if parents who wish to appeal would notify us giving full reasons, in writing, within three weeks. Letters should be addressed to the Clerk of the *Governors* at the school. Appeal will be heard by an independent appeals panel whose decision is binding on all parties. This is administered by the Diocese of Worcester.

Where parents move into the area after the end of closing date for applications, consideration of a late application will be given by the *Governors*. Where space permits consideration will also be given to other late applications. The last date for late applications is 28th February 2016. In year applications for a place at the school will be considered on the basis of the above criteria and whether there is space within the year group and class. These applications must be made to the LA who will coordinate such applications on behalf of the *Governors*.

The admission number for the school is 15 children to be admitted into the first year group (Reception.) The overall pupil capacity of the school is 105.

In the event of over subscription, a Waiting List for a place in Reception 2016-2017 will be maintained until 31st July 2016 and will be dealt with using the above admissions criteria.

Remember - it is no longer lawful for schools to give priority to those children who put a school as their first preference. All applications must be treated equally.

St. James' has adopted the Worcestershire Fair Access Protocol.

Further information regarding admission to St. James' C.E. Primary School is available by contacting Mr. Gemma Martin, Headteacher, at the above address.

St. James' CE Primary School Catchment Area by Postcode

Post Code	Address	Post Code	Address
WR14 4AY	West Malvern Road,	WR14 4DN	Harcourt Road, Malvern
WR14 1AZ	West Malvern Road,	WR14 4DP	Park Lane, Malvern
WR14 4BA	West Malvern Road,	WR14 4DQ	West Malvern Road, Malvern
WR14 4BB	West Malvern Road,	WR14 4DR	Blackheath Way, Malvern
WR14 4BD	West Malvern Road,	WR14 4DS	Park Road, Malvern
WR14 4BE	West Malvern Road,	WR14 4DT	Croft Farm Park, Malvern
WR14 4BG	West Malvern Road,	WR14 4DU	Croft Bank, Malvern
WR14 4BH	Park Road, Malvern	WR14 4DW	Harcourt Road, Malvern
WR14 4BJ	Park Road, Malvern	WR14 4DX	Croft Bank, Malvern
WR14 4BL	De Walden Road, Malvern	WR14 4DZ	The Quabbs, Malvern
WR14 4BN	Westminster Road, Malvern	WR14 4EJ	West Malvern Road, Malvern
WR14 4BP	Montpelier Road, Malvern	WR14 4EL	West Malvern Road, Malvern
WR14 4BQ	The Dingle, Malvern	WR14 4EW	West Malvern Road, Malvern
WR14 4BS	Montpelier Road, Malvern	WR14 4NB	West Malvern Road, Malvern
WR14 4BT	Lower Montpelier Road,	WR14 4NE	Lamb Bank, Malvern
WR14 4BU	Mathon Road,, Malvern	WR14 4NF	West Malvern Road, Malvern
WR14 4BW	Croft Bank, Malvern	WR14 4NG	West Malvern Road, Malvern
WR14 4BX	Lower Road, Malvern.	WR14 4NH	St James' Crescent, Malvern
WR14 4BZ	Camp Hill, Malvern	WR14 4NJ	West Malvern Road, Malvern
WR14 4DG	West Malvern Road,	WR14 4NL	Ebrington Road, Malvern
WR14 4DH	West Malvern Road,	WR14 4NQ	West Malvern Road, Malvern
WR14 4DL	Brockhill Road, Malvern	WR14 4NW	83-151 Old Hollow

Is there a waiting list for St. James' if there are too many applicants?

St. James' CE Primary school will, if required, keep a waiting list which will be maintained until the end of the academic year. Parents and Carers should contact the

school if they wish their child's name to be placed on a waiting list and it will be prioritised in line with the criteria published above.

SCHOOL ADMISSIONS

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at: www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read the book prior to making an application.**