



St James'
Church of England
Primary School
Starter Pack

Welcome

Welcome to our lovely nursery and primary school!

This information pack has been written to help you settle your child in to our school. Hopefully, we have included all the information that you might need to get started, but if there is anything else you would like to know, please ask a member of staff or another parent. Our parents are friendly and keen to help.

We regularly update our website www.stjameschoolbermondsey.com, each class has their own page with up to date information on about trips, and topics/learning. The weekly newsletter is on the website along with a constantly changing twitter feed. There is a link to twitter (@St_JamesSchool) from the website; do follow us. The weekly newsletter is also handed out in paper form to all children. Children in nursery and reception receive a weekly newsletter in their home learning book.

If we have to contact you we will text you from the school office. Please make sure we have your correct mobile number and email address along with two other emergency contact details.

I look forward to meeting you,

Mrs Willis

The Basics

Nursery Start and Finish Times

Nursery

30 hour children (2 and 3 year olds)

Monday to Friday

9am – 3pm – Children attend the nursery

15 hour children (2 and 3 year olds)

Monday, Tuesday

9 am – 3 pm

Wednesday

9am – 12 – Children to be collected at midday – 12 o'clock

Reception, years 1 and 2 at Old Jamaica Road

9.15 am – 3.15 pm

Monday to Friday

Children should wait outside their classroom in the playground in the morning, and the teacher will let the children in to the classroom

Parents should wait in the playground for their children at the end of the day outside their classroom

Years 3 to 6 at Alexis Street

08.55 am – 3.30 pm

Monday to Friday

The gates open at 08.45 and children walk in to the school building on their own

Parents should wait in the playground for their children at the end of the day outside their classroom

If you would like your child to walk home on their own, please do let us know via email or letter.

What to do if you are late

Please go to the office, this will ensure your child is registered as present and will be included in lunch numbers. Your child will then go to their classroom.

If you are late to collect your child from school at the end of the day please make your way to the school office. If you know you are going to be late to collect your child and want someone else to collect them, please let the school office know that you have authorised this person to pick up your child.

What to do if your child is sick

Phone the school office on 0207 237 3111 to let us know that your child is sick

Head lice – If your child has head lice you can bring them into school as soon as you have treated the lice. Please let us know if you suspect your child has head lice.

Ringworm – Once discovered, treat it and cover it. It is fine to send your child into school once you have done, but do let the school office know

Sickness/Diarrhoea – Please keep your child off school for 48 hours after the last episode to prevent the spread of the virus.

Chicken Pox – If your child has chicken pox you will need to keep them away for as long as they are contagious – until the pox have scabbed over

Medicine

If your child needs medicine during school hours, you will have to sign a consent form at the office.

If your child is sick at school

If your child becomes unwell whilst at school you will be phoned immediately – this includes if he or she develops a high temperature. Please keep the school office up to date with your phone number. When you join we will ask for 3 emergency contact numbers.

Asthma and allergies

Please let us know if your child has any allergies. If they use an epi-pen the school will work with the school nurse on a care-plan.

If your child suffers from asthma and requires an inhaler, please provide one for use in school.

Please let us know the strategies you use to help your child to manage their inhaler and when your child may need it. Children have their asthma inhalers with them during the school ours.

Inhalers, epi-pens and full medical kits are taken on trips out of school. Please ensure that the medication is replaced when out of date.

If your child has an accident at school

Head injury – if your child hits or bangs their head they will be given a sticker and letter to let you know. The school will also text and/or phone you to let you know what has happened.

Serious Accident/Injury – If the school think that the injury is serious they may phone an ambulance and arrange to meet you at the hospital. The child will be accompanied by a member of staff. If an accident is deemed to be serious but not urgent the school will phone you and let you make the decision to take your child to hospital or we will take your child there and meet you, if you are unable to make it to the school.

School Dinners

Our school menu operates over a 3 week period and can be seen on the website. If your child has any requirements (vegetarian, vegan, allergies, etc.) please let us know.

Who pays and how to pay for school dinners?

School dinners cost £2.50 per day for the **nursery children** - £12.50 per week payable to the school office.

School dinners are currently free for all children in reception to year 6.

Uniforms

The school uniform is burgundy and grey with yellow summer dresses. We have school sweatshirts, jumpers and cardigans and grey trousers or skirts/pinafore dresses, and from September children can wear blazers.

Uniforms can be ordered and paid for in school. There is a uniform order form available from the school office, please complete it

Girls and boys – burgundy jumper/sweatshirt/cardigan, white polo shirt or white short/long sleeved shirt, grey trousers, shorts, pinafore or skirt, elasticated ties are available

Children can wear grey, white or black tights or socks. Yellow summer dresses can be worn in summer.

Plain black shoes should be worn, NO trainers please.

Nursery children have a sweatshirt and jogging trousers available to order. Nursery children should bring in to school a pair of slippers for indoor wear, and a pair of named wellingtons boots.

Children in nursery can wear tracksuit bottoms, but NOT from reception upwards. Please do label all clothes, there is a lost property box at both sites.

PE and Sports Kit

Boys and girls – Yellow embroidered or plain t shirts with burgundy shorts and burgundy tracksuit bottoms. Please do send your child in to school with their PE kit in a named bag.

Physical Education

Nursery children do not have formal PE as they engage in physical play during their normal day

The rest of the children are taught PE by a secondary PE specialist teacher, and a trained dance teacher. Please ensure that the children have a pair of plimsolls or trainers as they may do PE outdoors.

Each term has a different PE focus which will include:

Dance – children are taught by a professionally trained dance teacher

Team games – Cricket, football – girls and boys, Tag Rugby, Hockey, Tennis and Rounders

The PE focus for the term will be on your child's class page on the website

When your child is older they may be asked to represent the school in a sport.

School Outings

When your child goes on a school outing you will be informed in the weekly newsletter.

The school will provide a packed lunch for your child which will include, a sandwich, fruit, a healthy snack like bread sticks, rice cakes and a bottle of water

Acts of Worship

During their reception year the children will start to attend Acts of Worship in school. Children all attend the daily Acts of Worship in school. Children regularly attend church to celebrate festivals and other important events for the school.

Reggio-Emilia at St James' Nursery and School

In September 2017 the school implemented the Reggio Emilia approach in the nursery and reception classes. Children learn in a natural environment, with no plastic toys and equipment. The children learn skills and develop self-confidence and independence as learners through focused provocations. Children all have lunch together, serving each other and eating at a table with cutlery. After lunch the children have rest time, reading a book or sleeping. The parents are valued educators and we ask that you capture any experiences at home in your child's home learning journal. In September 2018 we are offering parents the opportunity to have access to an on the phone system called 'Tapestry'. Please bring your phone to your initial meeting so we

can download the App for you. You will be able to upload photos and work on to your child's profile on the App. for us to see in school.

Parents Evenings

These meetings are held termly and are an opportunity for you to discuss your child's progress with the class teacher. If you need to speak to a teacher before the parents evening please do ring the school for an appointment, or ask the teacher to ring you back. Teachers email addresses are on the web site page.

School Reports

Your child will receive a report annually in the summer term. This will be a summary of your child's achievements during the year.

Home Learning

In nursery, reception and year 1 your child will have a home learning book. In other year groups children have home learning projects (see class page on the website). Children are also given spellings to learn, maths and English homework. There is a homework club at both sites on a Friday to support children with their homework. Spellings and homework will be put on the website. Please hear your child read at home every evening.

Special Educational Needs (SEN) and Disabilities

Generally, if your child is defined as having SEND it normally means that they have a particular additional need. This need cannot be met without extra support or expert advice.

The school's Assistant Headteacher – Mr Wood has the SENCO award (MA) and he is responsible for inclusion and pastoral support for all the children in the school. If you feel your child needs extra help you should first approach your child's teacher who will liaise with Mr Wood.

Specialist help is available in St James' we have a Speech and Language Therapist who works one day a week in the school, we have two Associate Psychologists who work in the school full time. The school also has an Educational Psychologist who visits the school every two weeks.

The school website SEND page shows the local offer for the school and Southwark.

Parent Support

Mrs Brenta is available in the school office to offer support and advice, please do ring her if you want a chat or want some help. Mrs Brenta runs parent courses throughout the year, do check the website for dates.

Breakfast Club

Breakfast club runs from 7.30 – to the start of the school day at both sites the cost is £2 per pupil. The breakfast club at Alexis Street is run by a company called Fit For Sport (FFS), and children need to be registered on their website prior to your child starting.

After School Club

After school clubs run at both sites from the end of the school day until 5.45pm. The cost is £10 per night or £40 for a week. An evening snack is included and your child will be able to engage in free play, art and craft, outdoor play and board games.

Clubs

These clubs change termly. Most clubs are free although there are charges for some clubs these are marked with an asterix *.

An example of some of the clubs on offer:

Multi sports, Badminton, Football *, Drama, Athletics, Netball, Bible Zone

Violin*, Ukulele*, Keyboard*

Languages: French, Spanish and Italian

Attendance

Whenever your child is fit and well we expect to see them in school. We offer a free trip to Legoland for children with 98% or more attendance annually.