



Our Parents Handbook



Striving To Become The Best That We Can Be

Welcome...

This Parent Handbook was written for you by members of our Parent Forum. We hope that you will find it helpful and that it will provide you with all the information that you may need to have about being a parent at St James's.

We would like you to keep this Parent Handbook so that you can use it throughout your child's career here at St James's.

From time to time as our school policies are reviewed and updated, you will get extra pages that you can add to this handbook, or an entire replacement copy.

Please remember that, if you have any queries about the school or your child, we are always happy to answer them for you.

You can find the most up to date information on our school website at www.stjamesce.bham.sch.uk

St. James is continually improving so we welcome your views and input. The staff and I at St James will value and consider all comments and views that we receive from you.

Miss S. Cross

Head teacher

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St James Admission Policy

St James follows the Birmingham Local Authority admission policy and admits 60 pupils in each year group. Places at St. James are allocated to:

The current order is as follows:

- Looked after or previously looked after children
- Siblings
- Families that make a denominational claim and have been attending St James Church for 12 months *and* have secured a letter of support from the Mr Paul Capelin (St James PCC)
- Distance from the School

These criteria are applied when:

- Admission & Appeals determine which children will be offered places for our Reception classes
- We are oversubscribed in a year group and are offering places to children on the waiting list

Parents apply for a Reception school place at St. James through the local authority Admissions and Appeals application process in the Autumn term of the previous year.

For in-year vacancies, you must collect an In Year Waiting List form from St. James and give it to a member of the school's front office team. You must provide your child's passport, birth certificate and proof of your address. Please note that only original documents can be accepted.

We will be pleased to add your child's name to our waiting list and inform you as soon as a vacancy becomes available.

APPEALS

If you are unable to secure a place for your child at St James you have the right to appeal. A committee will hear your case and decide whether your child can come to our school. If your appeal is refused then you will be informed about neighbouring schools which have places. For more information about the appeal process please phone 0121 675 0555.

INTRODUCTION

We Are Here To Help You

We have produced this Handbook to help parents understand how St James works. We hope that this handbook will contain all the information that you need to ensure that you and your child have a successful, happy and settled time at St James.

Inside this book we will show you clear guidance on routines and processes that help us to be organised within the school.

We believe this Parent Handbook, along with your School Prospectus, will tell you what St James School is all about and the work that we do here.

We hope you find this Handbook useful.

If you require further information more detailed copies of our most important policies can be found on our school website www.stjamesce.bham.sch.uk

If you would prefer to talk with a member of staff in person to help you with the information that you need, please contact the school office and a member of staff will make contact with you.

CHILD PROTECTION GUIDANCE FOR OUR PARENTS

Your children's safety and well-being is our primary concern. Only if they are safe and well, will they be able to be properly happy and settled in school and fully access the learning opportunities that we can offer them.

Being a parent / carer is one of the hardest jobs in the world! If you are having difficulties coping with your child, please feel free to come and speak confidentially with Miss Cross, as there is a wealth of support available to you and your child. We are able to link parents with agencies like Malachi Trust, Family Support Workers, Parent Support Advisers, Forward Thinking Birmingham, the School Nurse, the Housing Department and the No Recourse To Public Funds Team amongst others. Where difficulties occur, we are very keen to work in partnership with you to find solutions.

At St. James, our staff recognise that we have very clear Safeguarding & Child Protection duties to perform to make sure that all of our children are well cared for. We know that sometimes difficulties occur in families and homes, which mean that for a period of time a child becomes less safe. There are many, many different reasons for this.

In school we teach our children that they have a right to feel safe and we teach them that, if they ever feel unsafe, anywhere, they must talk to someone they trust, a parent, a relative, a friend, a member of staff about how they feel. Many of them now understand this well.

If any child discloses to a member of staff that they have been harmed, or feel unsafe (either physically, sexually or emotionally, or exposed to ideas that they feel unsure about), then the adult is required to make a record of that concern and pass it on to one of our Designated Senior Staff (Miss Cross, Mrs. Pritchard or Mrs. Hanson).

If any member of staff identifies a worry about a child that may not quite be a high level concern but could become an issue, they have a professional responsibility to log their concern, so that it can be monitored over time and discussed with parents if a full concern emerges.

The areas in which harm might be identified are:

- physically (e.g. excessive physical chastisement, injuries);

- emotionally (e.g. repeated criticism, verbally abused towards, witnessing domestic violence; lack of love / affection);
- sexually (e.g. being exposed to inappropriate media, witnessing adult behaviour, or by being asked to join in inappropriate “play”);
- through neglect (e.g. health needs not being addressed, insufficient food, poor hygiene, clothing that is not clean or not suitable, adults unable to provide care due to drug / alcohol abuse, poor provision of routines – bedtimes, collection from school)
- exposure to any form of extremism or radicalisation or gang involvement from any source. We know that some children may become victims of radicalisation. Through the schools Prevent Policy we intend to protect our children from any extremist or violent views.

Miss Cross, Mrs Pritchard or Mrs Hanson will then liaise with the Referrals & Advice staff at the Children Young People & Families Team, who guide decision making about the way forward.

We fully appreciate that involvement with Social Services causes anxiety for parents. It causes anxiety for staff too but we involve Social Services in the needs of the child as the utmost priority. If you ever find yourself in this situation, please work together with us to secure the best outcome for your child. The aim of Social Services is to improve the situation for the child and their family.

M. A. Lanyon (March 2018)

A copy of the school policy is always available upon request from the school or the school website.

OUR SCHOOL COMMUNITY

SENIOR STAFF

HEAD TEACHER

Miss. S. Cross

ASSISTANT HEAD

Mrs J. Hanson

ASSISTANT HEAD

Mrs. J. Pritchard

OUR SCHOOL GOVERNORS

CHAIRPERSON

Mrs. M. Notice

VICE CHAIRPERSON

Mrs. S. Johnson

Foundation Governors (appointed by Birmingham Diocese)

Miss K. Sahota, & 2 vacancies

Parent Governors (elected by our parents)

Mrs. S. Banger & Mrs. J. Berry

Community Governors (appointed by Governing Body)

Mrs. S. Johnson, Ms. S. Kelly, Mrs. M. Notice, Mr. M. Scarrott

Local Authority Governors (appointed by the Local Authority)

Vacancy,

Associate Governor (appointed by Governing Body)

None at present

Staff Governors (elected by staff groups)

Mr. R. McGowan

Plus Miss. S. Cross (Headteacher)

Our governors help decide school policies and ensure that our school is run effectively and efficiently.

Our Parent Governors are elected by you. If you would like to become one of our Parent Governor at St. James, our Wednesday Newsletter will tell you of any vacancies and elections. We are keen to keep our Parent Governor positions filled.

BIRMINGHAM LOCAL AUTHORITY SCHOOL YEAR 2018 - 2019

Autumn Term 2018

- Term Starts: Monday 3 September 2018
- Half Term: Monday 29 October 2018 to Friday 2 November 2018
- Term Ends: Friday 21 December 2018

Spring Term 2019

- Term Starts: Monday 7 January 2019
- Half Term: Monday 18 February 2019 to Friday 22 February 2019
- Term Ends: Thursday 12 April 2019

Summer Term 2018

- Term Starts: Monday 29 April 2019
- Half Term: Monday 27 May 2019 to Friday 31 May 2019
- Term Ends: Monday 22 July 2019

SAINT JAMES SCHOOL CALENDAR 2017 - 2018

In July & September, you will be provided with the school calendar for the year ahead. Updates are provided each week, in the Wednesday News (the school's newsletter) and via the school's website.

OUR SCHOOL DAY

Reception	Year 1&2	Juniors
Chat & Chill: 8:45am	Chat & Chill: 8:45am	Chat & Chill: 8:45am
Lesson 1: 8:55-10:00am	Lesson 1: 8:55-10:00am	Lesson 1: 8:55-10:00am
Assembly: 10:00-10:25am	Assembly: 10:00-10:25am	Assembly: 10:00-10:25am
Break	Break	Break
Lesson 2: 10:40-11:50am	Lesson 2: 10:40-11:40am	Lesson 2: 10:40-11:40am
	Lesson 3: 11:40am-12:00pm	Lesson 3: 11:40am-12:25pm
Lunchtime: 11:50-1:00pm	Lunchtime: 12:00-1:00pm	Lunchtime: 12:25-1:25pm
Free-flow: 1:00-3:25pm	Lessons 4&5: 1:00-3:25pm	Lessons 4&5: 1:25-3:25pm
School Ends 3:25pm	School Ends 3:25pm	School Ends 3:25pm

COMING TO SCHOOL AND LEAVING SCHOOL

☺ Come In For "Chat & Chill" Time ☺

At 8.45am in the morning we have Chat & Chill time in our classrooms. Children come into school and are supervised in class. Please make sure that your child does not arrive too early especially on cold and wet days but please do make sure that your child arrives between 8.45am and 8.54am. All children must be in school for 8.55am.

When you arrive at school

- Reception and Y1 & Y2 - Children go through their classroom door
- Juniors - Children go through the doors from the playground at either end of the right hand side of the school building.

At the end of the school day, Reception, Y1 & Y2 children can be collected from their classrooms. Juniors can be collected from the main playground.

ATTENDANCE

Every Child Should Be In School Every Day Unless They Are Too Ill To Come

The law states that children must attend school everyday. If your child is going to be absent from school it is essential that you contact the school immediately. The best way is to phone us between 8.00am and 8.45am to speak to a member of staff please or leave a message on the answer machine. If we are not given a reason for the absence then it will show on your child's record as unauthorised.

We really care for all of our children at St James, so, if we are really worried that your child is regularly not in school, our Educational Support Worker will arrange to come and visit you. She/he is always willing to help you with any problems you may have.

LEAVE OF ABSENCE IN TERM TIME

No Holidays Will Be Authorised

In Term Time

The Local Authority sets the dates of school holidays. Children are given approximately 13 weeks of school holidays every year. The dates for these holidays are given to the parents at the end of each year ready for the next year and parents can find the holiday dates for the next two years from school or from the Local authority website.

We ask all parents to arrange their family holidays during the school holidays, because school will not authorise for holidays to be taken during term time.

If you need Leave Of Absence for your children during term not for family holidays but for exceptional circumstances, like a family bereavement, please come and talk to us in school. We will ask you to complete a Leave Of Absence Request Form.

PUNCTUALITY



Wake Up On Time . . .
Get To School For 8.45am

Please organise your start of the day routines so that you get your child to school so that children can enjoy their social time in Chat & Chill from 8.45am and be ready for registration at 8.55am.

We leave the school gates open between 8.55am and 9.00am to allow children who arrive late to make their way to class *but* after 8.55am, they are officially late and have to be marked late on the register.

Any child arriving after 9.25am will be marked down as “late after registration closes” and, although they are in school, their late mark counts as an absence. When children are late over and over again, the Education Social Worker will liaise with the parents to try to help them to their child’s punctuality. It benefits everyone, especially your child, if they are at school on time.

STAYING IN TOUCH

☺ Please Give Us Your Contact Details ☺

It is vital that you fill out your child’s contact form fully, when your child starts at St James. **We need accurate and up-to-date contact numbers in case your child is ill or has an accident or to allow us to get in touch with you in an emergency.**



We now have an emergency texting system, so that we can send messages out to you quickly. This will make it even more important that we have your correct contact details, especially your mobile phone number.



In rare cases of serious accident or illness, if we are unable to contact a parent or guardian, then the head teacher has the legal right to act in place of the parent and give permission for any necessary treatment.

PARTNERSHIP WITH PARENTS

A strong partnership with parents is central to our success. We will work hard to build this with you.

Parents Code of conduct

At St. James Church Of England Primary School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, school staff and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Guidance

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Respect the caring ethos of our school
- Understand that teachers, school staff and parents need to work together for the benefit of their children.
- Demonstrate that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.
- **Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.**

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises.

Should **any** of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

Agreed by Governors May 2018

SHARING INFORMATION

We are very keen that parents have all of the information that they need to help them to support their children's learning. To help with this we make sure that:

- ✓ All of the most important school policies are on the school website (www.stjamesce.bham.sch.uk)
- ✓ A detailed Newsletter is sent home each week
- ✓ Children's Curriculum Overviews are sent home regularly
- ✓ Termly Parents' & Carers Meetings to discuss your child's learning
- ✓ You receive a detailed School Report each July

PARENT SUPPORT

As part of our work in partnership with parents our school leaders (Miss Cross, Mrs Pritchard and Mrs Hanson) and our Inclusion Team (Mrs. Buckle (Learning Mentor), Miss Pilgrim and Mr. Hines) are on hand to listen to you, if you have any concerns about yourself or your children.

Once we have listened to you, we will aim to link you with appropriate support for either yourself or your child.

PARENT CLASSES

Sadly, from 2017, we are no longer able to provide Parent Classes at St. James, but we can sign post you to classes being delivered in other local schools.

OUR SCHOOL UNIFORM

At St James we are proud of our school uniform. We feel that uniform benefits the school because:

- ✓ It helps our children to have a sense of identity and feel included in their school
- ✓ Children do not compete to have the latest clothes or trainers
- ✓ It encourages a working atmosphere in the school
- ✓ On school visits it is easily recognisable
- ✓ It is inexpensive and readily available

Our main uniform colour is green worn together with a white shirt and grey trousers/skirt/pinafore dress and black shoes.

NB Earrings must not be worn in school - a simple stud is permitted but children should be able to remove them for physical activities.

GIRLS' "WINTER" UNIFORM

- Grey skirt / trousers / shalwaar
- White blouse + school tie
- School sweatshirt
- Green sweatshirt / jumper / kameeze
- Black shoes (no trainers)

GIRLS' "SUMMER" UNIFORM

- Grey skirt / trousers / shalwaar
- White short sleeved blouse + school tie
- Green & white chequered dress
- Green & white kameeze
- Black shoes / sandals (no trainers)

BOYS' "WINTER" UNIFORM

- Grey trousers
- White shirt + school tie
- School sweatshirt
- Green sweatshirt / jumper
- Black shoes (no trainers)

BOYS' "SUMMER" UNIFORM

- Grey trousers / shorts
- White short sleeved shirt + school tie
- Black shoes / sandals (no trainers)

NEARLY NEW SCHOOL UNIFORM

A stock of freshly cleaned but unwanted school uniform is kept in school and can be taken from, completely free of charge.

PE Kit

P.E. is a compulsory part of the primary school curriculum. P.E. kit must always be worn for P.E. lessons to ensure hygiene and safety. Please make sure that your children have a P.E. bag.

INDOOR P.E.

A pair of shorts, a T-Shirt and indoor pumps. Children should only wear their P.E. kit for the P.E. lessons. They change back into their school uniform after the lesson has finished.

- Children up to Y4 who do not bring PE Kit will be told to do PE in their pants & vests.
- Older children, who do not bring PE Kit will be provided with spare PE Kit and will be expected to take part in lessons.
- Children will be asked to remove religious jewellery for P.E.
- Children wearing earrings will not be able to participate in P.E. (staff may tape them if time permits).

OUTDOOR GAMES

For outdoor games children need a pair of outdoor pumps or trainers and a warm jumper or tracksuit if possible.

SWIMMING

Years 4 need a swimming costume, a swimming cap and towel. Swimming shorts must not reach past the bottom of the thigh.

PERSONAL PROPERTY

Valubles should not be brought into school. We teach our children at St James to respect others' property as well as their own; but we cannot take responsibility for loss or damage to children's personal possessions. All belongings should be named. There is a space in the cloakroom for your childs coat and bag.

All lost property is taken to a clothes rack that is by the doors and the far end of the Infant corridor. Any unclaimed property is donated to the local charity shop and uniform is kept for spares.

CLUBS

One of the things our children really like about school is the different clubs that we run.

Clubs are led by coaches as well as our teachers, teaching assistants and members of our Inclusion Team.

Clubs currently running after school include Gymnastics, Yoga and Multi-Sports Activities.

All we ask is that parents and carers collect their children on time to allow the clubs to work well.

SCHOOL DINNERS

St James school dinners are nutritious and have to meet high standards. They are cooked in the school kitchen and are based upon Birmingham's healthy eating recommendations. Children are given a choice at every mealtime and there is always a vegetarian option. If a child has any dietary requirements due to religious or health reasons, we will work hard to meet their needs.

DINNER MONEY

Please Pay Dinner Money EVERY Monday

Children must bring their dinner money to school on a Monday morning. Please put the exact dinner money in a sealed envelope. Label the envelope clearly with your child's name and class on the front. You should then post the envelope into the collection box in the foyer on a Monday (or half termly or termly in advance). If you wish to pay by cheque then please make cheques payable to Birmingham City Council and place your cheque card details on the back of the cheque. The cost of school dinners is communicated through the School Newsletter.

DINNER MONEY DEBT

We cannot allow dinner money debts to accumulate above two weeks and therefore expect that parents owing more than this provide a packed lunch or collect their child for the lunch-time break. If the weekly payment for school meals is not received by Friday of that week, a letter will be sent to the parent/carer. If debt payment is not received by Friday of the second week of non-payment, the school will write to the parent/carer to inform them that meals will be suspended on Monday of the third week and that they must provide a packed lunch or collect their child for the lunch-time break.

Consequences of Non Payment For School Meals

In very rare situations, the school will refer the debt to a debt collection service.

Dinner Money Debt Policy

Introduction

St James Cof E School has a strict debt policy relating to the school meal service.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. Every parent/carer will agree that this is unacceptable and we request that all parents/carers give this policy their full support.

No parent/carer would take their child to a restaurant and expect them to be given food without paying; the same applies at school.

Free School Meals

If parents/carers believe that their children may qualify for entitlement to Free School Meals please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Payment For School Meals

Parents/Carers must pay in advance for school meals by sending cash or a cheque (made payable to Birmingham City Council) in an envelope marked with your child's name, amount enclosed, days school meals to be taken. Meals should be paid for weekly on a Monday, or half termly or termly in advance.

When Payment For School Meals Has Not Been Received

We cannot allow dinner money debts to accumulate above two weeks and therefore expect that parents owing more than this provide a packed lunch or collect their child for the lunch time break. If the weekly payment for school meals is not received by Friday of that week a letter will be sent to the parent/carer. If debt payment is not received by Friday of the second week of non-payment, the school will write to the parent/carer to inform them that meals will be suspended on Monday of the third week and that they must provide a packed lunch or collect their child for the lunch-time break.

Consequences Of Non Payment For School Meals

If payment of the debt is not received within seven days, the Head Teacher reserves the right to refer the debt to a debt collection service. If legal action becomes necessary, collection charges will be added to the total amount of the debt.

Either Integrated Family Services Support Team or Social Services may also be informed that these parents/carers are not carrying out the responsibility of care in not providing food for their children at lunchtime. It is not the responsibility of the School to provide lunch for pupils. It is the responsibility of parents/carers to provide a meal: either buying a school lunch or sending a packed lunch from home.

Conclusion

We hope that by implementing this Debt Policy:

- we are able to ensure parents/carers manage school dinner money effectively;
- we reduce the administration time and costs involved chasing dinner money debts,
- and at the same time ensure that all monies for children's learning is available for that purpose.

FREE MEALS

If you think your child maybe entitled to free school meals then please collect a form from our school secretary. You can apply online at www.link2ict.org/FSM. Alternatively, we will help you all we can with your application.

It is very important that you let us know that your child is entitled to free school meals; even if your child does not take them, because a part of the funding for the school is based upon how many children are entitled to free school meals. It helps to know of all children who are entitled, as it serves every child at St James.

PACKED LUNCHES

Make Your Child's Packed Lunch Healthy

Some parents like to provide their children with a packed lunch. We are working hard to be a healthy school and so we encourage those parents to provide a healthy, nutritious lunch for their children and not to put sweet and sticky goodies in their child's lunch box. We feel that this is bad for their teeth and can attract insects. Could you please put your child's lunch in a sturdy, clearly named container. Water is provided at lunchtime, so there is little need to provide any drinks for your child.

"Healthy"

A healthy packed lunch should include



"Unhealthy"

A packed lunch should avoid



Source: Food Standards Agency

HOME DINNERS

To ensure the safety of the children, those who stay in school for dinner are not allowed to leave the school grounds.

Children who go home for lunch must be collected from the main entrance and must not be taken from school until an adult from St James is informed. Children must be collected promptly and must return to school before the start of afternoon registration.

OUR LUNCHTIME SUPERVISORS

Our hard working lunchtime supervisors do a very difficult job. They look after our children during lunchtime and keep them safe. They also provide first aid cover and activities for our children.

If your child behaves in an unacceptable manner during lunchtime then they are reported to our Senior Supervisors. If this behaviour continues then you will be sent a letter, and we may have to ask you to take your child home for lunch for a short period of time.

BREAKFAST CLUB

Our Breakfast Club is open every day from 8:15am.

Breakfast Club gives parents, who are in a hurry, a way to make absolutely sure that their children have a healthy and nutritious breakfast at the start of the day.

It also offers parents a form of early morning Child Care, which will allow them to get off to work.

Every child who comes to Breakfast Club is on time for the start of the school day.

All children arriving before 8.40am will be directed to Breakfast Club as we cannot supervise them before this time. Breakfast club costs £1 per day, whether or not they eat breakfast.

TUCK ARRANGEMENTS

During our morning break the school kitchen sells lovely snacks with healthy options. They are :

Tuck Shop Price List (May 2018)

❖ Bacon Roll	25p
❖ Toast (2 triangles)	20p
❖ Cheese on Toast (1 piece)	18p
❖ Crumpet	15p
❖ Bottled Water	30p
❖ Juice	30p
❖ Milkshakes	30p
❖ Fruit Flakes	20p
❖ Fresh Fruit	25p

If you would like to send snacks from home, you may, but please do not send any sweets, chocolates, crisps or sugary snacks. At St James we encourage our children to follow healthy eating patterns, and we would like parents to support this. Our infant children are provided with free fruit every day. We have found this very successful within the school and the children benefit greatly from having one of their “5 A Day” in school time.

TRIPS



We have built up a fabulous calendar of trips and activities for our children. These activities make a massive difference to our children's learning and to their Personal and Social Education. The children love them!



Charging & Remissions Policy (March 2018)

Since 2014 we have been able to run a fantastic programme of trips without having to ask parents and carers for voluntary contributions towards the cost of the trips to try to ensure that trips are absolutely free.

However, due to falling level of school budgets, from 2017, we reverted to asking parents and carers to make voluntary contributions towards the cost of trips. We hope that parents and carers will agree that there is great value in being able to take children out of school to gain experience of the wider world and will support the funding of these trips through voluntary contributions. Regrettably, without these contributions, some of the trips calendar will have to be removed.

RESIDENTIAL VISITS & FUN EXPERIENCES

Residential visits and fun experiences are seen as distinct from educational visits, although they are intended to add to the children's school experience.

It is prohibitive for school to cover the costs of these additional experiences.

- We will charge for board and lodging costs of residential visits. Parents who receive Income Support or Family Credit can apply to the Governors for remission or assistance with payment.
- We will charge for transport & entrance for some "fun" activities e.g. post-SATs treats (Safari Park). Parents who receive Income Support or Family Credit can apply to the Governors for remission or assistance with payment.

SUPPORTING FAMILIES WITH MULTIPLE BIRTHS

We recognise that any family with two or more children wanting to access a residential visit or fun experience will be placed in a financially challenging position

- School will charge for the first child and remove the cost to other children in the same family

Approved by Governing Body on 22nd March 2018

For the full Charging & Remissions Policy, please visit our website.

HEALTH AND MEDICINE

During their reception year children will have eye tests and hearing tests and well as height and weight checks organised by the local health authority.

We work closely with the school nurse to ensure all medical needs can be met in school. If your child has a medical condition (e.g. asthma, allergies, eczema) please tell us. School can administer medication if it has been prescribed by a doctor and it is essential that a child has this during the school day. Medicine needs to be brought into school in its original packaging, with the pharmacy label on it and handed into the school office. You will need to sign a form to give us permission to administer the medication.

If your child has complex medical needs we will arrange a meeting with the school nurse for you to explain the details of your child's condition. The school nurse will give us the necessary advice and training to meet your child's needs.

A complete version of St James policy on medication can be collected from school or be viewed on the school website.

HEALTH EDUCATION & SEX EDUCATION

This is the statement made by our governing body regarding Sex Education at St James's:

“We believe that the school has a clear duty to give its children accurate information about sex and a good sensitive understanding of their growth and responsibility as human beings of worth, relating to others in their home, family and society. Outside the home and classroom they will, sadly, receive much information and impressions, which are inaccurate and devaluing of human beings.

The formal teaching of sex education in the school will fulfil the legal requirements of the 1996 Education Act (2) and subsequent Acts and Orders, and shall take place only within the teaching of PSME syllabus approved by the Governors at their meeting on 4 December 1996. The content and approach of the syllabus are both particularly commended by the wider concern for the whole growth of each child and for their enhancement of self discipline, self awareness and self confidence. The syllabus aims to develop the skills and knowledge necessary for children to make responsible and caring choices in all areas of health and specifically sexual matters.

Parents have the right to see the PSHE syllabus and any teaching materials used, to discuss their child's sex education with teachers. Parents have no right to withdraw children from those areas required by the National Curriculum Science Order. Parents do have the right to withdraw their child from specific sex education lessons and will be notified when these take place.

Every child will have the opportunity for confidential discussion about any part of the PSHE syllabus with a teacher of the same sex.

ST. JAMES ANTI BULLYING POLICY

Here at St. James we define bullying as:

“Any behaviour deliberately designed to cause fear, unhappiness or anxiety in others.”

We work hard to counteract bullying and all the children are reminded of how to deal with bullies. We have special lessons, which we call Circle Time, which are designed to help our children to deal with bullying situations.

We have consulted with our children about bullying and have built their views into our anti bullying policy.

Here at St James our children know that they should not retaliate with physical or verbal abuse but should say “Stop that, I don’t like it”. If the abuse does not stop they should walk away and tell an adult. Both the bully and the victim are given help to resolve the situation.

At St James we will not ignore cases of bullying. Parents, children and staff are encouraged to report any instances of bullying to the head teacher.

For the full Anti-Bullying Policy, please visit our website.

You can request a full copy of our Anti- Bullying Policy at any time.

USEFUL NUMBERS

St. James C.E. Primary School	0121 523 5861
Parent Partnership Advisor	07951 091412
Parent Support Worker	0121 554 4913
Admissions & Appeals	0121 675 0555
City Of Birmingham School (Behaviour) (Key Centre)	0121 303 0272
Forward Thinking Birmingham	0121 333 8046 0300 033 0099
Choice Advisors	0121 675 2608
Education Psychology Service (EPS)	0121 303 1166
Grove Project (Before & After School Club)	0121 515 3864
Soho Health Centre (Louise Road)	0121 465 4204
Local (Education) Authority (General Enquiries)	0121 303 2590
Looked After Children Education Service (LACES)	0121 303 8003
Police	0845 113 5000
Pupil & School Support Service	0121 303 1793
Social Services	0121 303 1888
Special Education Needs Assessment Service (SENAS)	0121 303 3525 0121 303 4314