

# ST. JAMES' SCHOOL



## PREPARATORY PARENT HANDBOOK 2011 - 12

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**St. James' Preparatory School  
Handbook**

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## INTRODUCTION

### LOST THE PLOT?

In his superb book, ‘Out of our minds – Learning to be Creative’, Ken Robinson summarises his investigation into how organisations are trying to survive in today’s competitive and fast-paced market-place by saying,

*“Many employers are facing a crisis in recruitment. It’s not that there are not enough graduates to go around. But many do not have what business urgently needs: they can’t communicate well, they can’t work in teams and they can’t think creatively.”*

Research indicates that many children’s schooling is just not meeting the needs of employers and that Education in many institutions has simply lost the plot! We at St. James’ Preparatory School have developed a strategy which we believe will buck this troubling trend. One could say, in fact, that we have come up with a **PLOT** to take over the world!

Our PLOT is simply this:

To create in our children highly developed and strongly ingrained **Personal Learning or Thinking Skills**. This involves teaching children in such a way that HOW and WHY they learn become an integral part of their lives. Our aim is to develop children who meet the needs of their future employers by being:

- Self Managers
- Team Workers
- Creative Thinkers
- Effective Participants
- Reflective Learners
- Independent Enquirers

We implement the PLOT in the following ways:

Each classroom has on display a set of posters of the PLOTS, with clearly assigned, easily recognised colours and icons. All children in Prep 3 to 6 have the PLOTS inside their individual desk-top boxes for quick reference; they are referred to by teachers and have become part of the school vernacular in each lesson, for instance, “What if...?” questions are now as much part of English as they are of R.E. or Science.

We teach children to recognise their skills in these areas and to identify their talents. We set individual and group targets to address the particular areas that need work. PLOTS are highly motivational and accessible to all children. Tasks and work which are assessed against PLOT standards enable every child to experience success, which make them a valuable supplement to conventional assessment and testing. Each week, we celebrate the Creative Thinkers and the good Self-Managers alongside those who have done well at sports or reading.

We believe that this personalised, dynamic and highly purpose-driven approach to teaching and learning singles us out amongst a large number of schools.

We have found the PLOT!

I conclude with more words from Ken Robinson, as they best sum up our Prep School vision:

*“ to develop people who can cope with and contribute to the breathless rate of change in the 21<sup>st</sup> Century – people who are flexible, creative and have found their talents.”*

Jan Owen, *Head of St. James’ Preparatory School*

## **AIMS**

St. James' Preparatory School aims to inspire each child to develop into a confident, well-educated, personable young adult who has an enthusiasm for learning. We nurture individual talents and encourage children to develop enquiring minds. We place a strong emphasis on individualised teaching and good pastoral care. We also encourage children to show a special interest in their environment and to enjoy a wide variety of sports and the arts. We encourage pupils to be creative and reflective learners, who are able to self-manage effectively and to co-operate within a team. This we do through Personal Learning and Thinking Skills, which we instil and celebrate during lessons and additional activities.

The Preparatory School is a caring environment, based on Christian values. Our Every Child Matters philosophy means that each child is made to feel important through the celebration of their progress and success. We provide an environment that is conducive to learning, where all the children can develop skills and attitudes for life. We achieve this by embracing a holistic approach to education:

- Valuing and respecting each child, regardless of ability, race, gender, culture, religion, social background, or disability
- Offering a child-centred curriculum which provides breadth, balance, relevance and progression
- Developing the physical, intellectual, emotional and social education of each child
- Providing for each child the means to develop his/her full potential, experiencing success and achievement as he or she progresses
- Providing a caring and stimulating environment which is safe and welcoming to all
- Fostering responsible attitudes and encouraging good behaviour and relationships both in and out of school
- Becoming involved with, and involving the local community in the work of the school

Our commitment to equality for all and against any type of racial discrimination is summarised as follows:

We wish to promote equality of opportunity for all, and good relations between people of different racial groups. Any offensive language or behaviour is unacceptable in our school where we aim to promote co-operation and develop attitudes and ways of behaving that are appropriate to living in a society which wishes to eradicate racism.

## **MANAGEMENT**

*The governance of the school is good. Governors help to shape long-term strategy and provide good over-sight of day-to-day management, particularly the chair, who is in frequent consultation with the headteacher. The School Council has become more effective in carrying out its roles and responsibilities since the last inspection, particularly in the area of financial management. The structure of the School Council, with its various sub-committees reporting to the Main Council, is clearly laid out and helps to ensure effective oversight of the school.*

Partnership is the philosophy which underpins St James' School. This not only pertains to the relationship between staff and parents, but also with members of the local and wider community and the Governing Body. The Preparatory School manages its own finances with the help of a school Financial Department. Major decisions made about the school are taken jointly by the Governing Body, Head of Preparatory and the Head Teacher of the whole school.

## ST. JAMES' SCHOOL GOVERNING BODY

### Chairman

† \*\* Barry G Hannington,  
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Grainsby,  
Grimsby.  
DN36 5PT

Tel: 01472 840179

Email: [barry@ghannington.demon.co.uk](mailto:barry@ghannington.demon.co.uk)

### Vice-Chairman

† \*\* David F Bury

### The Provost (Ex-Officio)

The Revd Canon Brendan Clover, The Woodard Corporation.

### Committee Members

† \*\* John G Adams  
\*\* David Carroll  
Roger J Douglas  
† \*\* Mrs Jackie D Dyson  
\*\* Mr Paul Lynch  
David V Overton

\*\* Executive Committee

† Woodard Fellows

The Governing Body meets as a whole each term. The Executive Committee each month and sub-committees, where necessary. A Governors' Report relating to the progress of the school is issued to parents annually and this is followed by a meeting, where parents are invited to discuss the report and other school matters with the governors.

## ORGANISATION

### Teaching Staff

Miss J. Owen	Head of Prep Department, Prep 3 Form Tutor and Year 3 teacher
Mrs L. Hindley	Prep 4 Form Tutor, Year 4 teacher
Mr S. Blackburn	Prep 5 Form Tutor, Maths teacher for Years 5 and 6
Miss L. Emmerson	English teacher for Years 5 and 6
Mr P. Parsons	Prep 6 Form Tutor, P.E. and Games teacher for Prep 3 to 6, Science teacher for Years 5 and 6
Mrs S. Booth	Prep 5 Form Tutor, French teacher for Years 3 to 6, Geography teacher for Years 5 and 6
Mrs M. Benzon	Music teacher for Years 3 to 6
Miss H Evison	Art and ICT teacher for Years 3 to 6
Mrs V. Sopp	Child Protection Officer

Class sizes vary from year to year depending upon the number in each year group. They will generally be no greater than 18.

A child's relationship with his/her class teacher is essential at Preparatory School age. In Prep 3 and Prep 4, children are mostly taught by one teacher. Each class has a Form Tutor. The Form Tutor is there to support pupils and oversee all aspects of their pastoral care and academic progress, as well as help them to adjust to the demands that a specialist-taught Key Stage 2 curriculum brings. The Form Tutor is the first point of contact between home and school.

By Prep 5, the pupils are beginning to be taught by specialist teachers and children are expected to learn to plan ahead and to take responsibility for organising themselves and their belongings throughout the school day. In this way, we encourage pupils to be effective self-managers. Children are provided with a box on their desk in which to keep their stationery and books and also have a locker for storing their sports kit and bags.

Specialist support through the Learning Support Unit is available for those pupils who may have a specific learning difficulty at some point in their development.

When teaching staff are ill, or have to be released to attend courses or to undertake assessments, we try to use the services of one of our regular supply teachers or enlist the help of teachers already on the staff.

*Teachers plan their teaching carefully to ensure that all pupils make progress in their learning. Lessons have clear and appropriate aims, that are pursued through a range of well-organised activities and some effective cross-curricular planning is developing for younger pupils.*

*The teaching is often highly structured and ICT is used effectively to support it. Teachers are enthusiastic, their explanations and instructions are clear, and questioning is well focused and encouraging. They have a good understanding of the prior attitudes and needs of their pupils, relationships with pupils are always good and often excellent and the teaching takes place in a purposeful and calm learning environment. These factors encourage pupils to apply themselves diligently and thoughtfully to tasks set, take pride in their work and make good to excellent progress in developing their subject knowledge and understanding, in particular.*

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## **The School Day**

Morning session      8:45 am to 12.10 pm

Afternoon session    1.00pm to 3.45pm

## **ADMISSION**

### **Statement of principles regarding Admission**

St. James' School embraces the principle of 'inclusion' and recognises this to be a natural development from the Christian ethos on which the School is founded. Children will have equal opportunity to learn and access the curriculum within both the Preparatory and Senior Departments. Children are admitted to School irrespective of gender, culture, ethnicity or religion. The School also embraces the principle of 'inclusion' with regard to children with special educational needs. In practical terms, the School admits children with special needs on the basis of its ability (in terms of staffing, resources and environment) to cater adequately for the child's needs (for example, children with severe disablement may experience mobility problems due to the nature of the old buildings, and the necessary provision will need to be carefully considered). However, special educational needs in themselves do not present a barrier to admission. Please refer to the Disability Policy and Accessibility Procedures.

### **Criteria for admission to St. James' School**

Parents must fulfil the particular terms and conditions of the School:

#### Acceptance

A non refundable registration fee of £75 is payable on submission of the registration form for Year 1 pupils and above. This includes a copy of the St. James' School History Book. A £40 registration fee is payable in advance for Fledglings and Foundation children. Details of this are available from the School office. The offer of a place will normally be set out in writing, accompanied by an Acceptance form (to be signed and returned by parents to the School).

#### School Rules

Parents will comply with all rules, regulations and customs concerning the School.

#### Fees

A deposit of 10% of the first term's fees (held until the pupil leaves the School) shall be payable with the first term's fees for all children from Reception upwards. The School reserves the right to use this for any unpaid account of the pupil or their siblings. Parents of overseas pupils will pay a deposit of 1 term's fees. A £50, refundable, deposit is payable in addition by Boarding pupils. School fees are due and payable in advance or by the end of the first day of term. Fees are normally reviewed once a year and any increase notified to the parents in writing (at least one term's notice will be given).

Fees are due on or before the first day of Term. If the fees are not received by this date, a Late Payment Fee of £15 or 1% of the outstanding balance (whichever the greater amount) per week or part thereof, per pupil, will be charged to cover both administrative and interest charges. Should any part of the School fees remain unpaid by the first day of half term in the term to which the fees relate, the School reserves the right to refuse to re-admit the pupil and the amount unpaid will still remain legally due and owing.

Parents will be notified in writing of the fees payable for each term, before registration takes place. Any increase will be notified in writing at least one term in advance.

### Cancellation

**A whole term's notice must be given in writing to the Head Teacher** before the first day of any term at the end of which the pupil, from the Nursery upwards, is to leave the School or, for the nursery, if they wish to reduce the number of sessions that they are attending. One full month's notice is required, in writing, for Fledglings pupils to give notice. This includes a pupil changing from being a boarding to a day pupil. Should the pupil be withdrawn without the required notice, a whole term's fees in lieu of notice will become due and payable as a debt to the School.

**A whole term's notice must be given in writing to the Headteacher** on or before the first day of any term at the end of which the pupil, from Nursery Class 2: Sparrows upwards, wishes to cancel or amend their lunches, learning support lessons, music lessons and/or Speech and Drama lessons.

### Absence

Where a child is absent for part or whole of a term, the fees will be payable in full. If the School is required to close in an emergency, no part of the fees will be repayable. Parents are advised to insure against a child's absence.

### Exclusion

The Head Teacher has the right to exclude a pupil temporarily or permanently after a serious breach of discipline. There shall be no refund of fees in respect of the balance of the term.

### Pupil's Possessions

The School accepts no responsibility for a pupil's possessions while at School – parents/guardians are advised to arrange insurance cover accordingly.

### Medical Matters

Parents/guardians must keep the School informed of any medical condition or disease or illness from which a child suffers. While a pupil is at School, the Head Teacher stands in loco parentis in medical matters. The Head Teacher will, if possible, consult with the parents/guardians, but has the authority to give valid consent to any treatment recommended by a medical practitioner.

### Miscellaneous

Parents/guardians must keep the Head Teacher fully informed of any Court Order, formal agreement or extraordinary precautions relating to or required for the pupil regulating parental responsibility, residence, contact, responsibility for the School fees or the protection of the pupil. If a parent is not resident in the UK for more than 48 hours during term time, the Head Teacher must be notified in writing of the name, address and telephone number of a guardian resident in the UK during the period of absence.

### Procedure for Admission

- 1) Parents will normally approach the School office/Head Teacher to make enquiries.
- 2) Parents will be sent literature about the School. A parental visit is arranged.
- 3) A 'taster' day is arranged for the child. This is also an opportunity for all teachers concerned and the Head Teacher to meet and to an informal assessment of the child if this has not already occurred.
- 4) The Head Teacher will also request to see the last report from the previous School/placement if this is possible.
- 5) A formal application for registration is made.
- 6) Parents will buy the School Uniform as set out in the Uniform regulations. All items of uniform should be named.
- 7) The child begins School. Teachers are informed of any necessary information relating to the pupil's academic, social or medical development which might have a bearing on the child's progress.
- 8) A formal request is made by the Head Teacher's Secretary to the previous School (if any) which the pupil attended.

## **CURRICULUM**

### **ACADEMIC PROVISION**

*In the Prep school, good opportunities are provided for the development of pupils' literacy, numeracy, listening and speaking skills. French, and Spanish introduced this year between Years 3 and 6, help to extend and further develop pupils' linguistic experience. The curriculum also ensures that pupils' scientific, technological, human and social, physical and aesthetic and creative development is addressed well. The increased time for science and the new science laboratory help to ensure that more practical and investigative work takes place than at the time of the last inspection. Design and technology provision has also been enhanced through the all day 'challenge' activities that have been introduced, such as designing a model car to travel as far as possible. In addition, the introduction of time-tabled ICT lessons has increased the technological experiences available for pupils.*

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The standard of teaching in St. James' Preparatory School is high. Staff are committed to excellence and constantly review what they are doing. The curriculum, the order in which topics are taught and the emphasis placed on certain areas may change from year to year as staff endeavour to teach in a way that best meets the needs of the pupils in their care.

Learning the basic skills of reading, writing and numeracy are of prime importance, but the curriculum is carefully planned also to provide a wide range of educational experiences suitable to the age and stage of development of each child. The National Curriculum is used as a guide and we add to it in order to personalise teaching for our pupils and extend each child's learning. Subject teaching in Key Stage 2 is led by specialist teachers who are able to further develop the curriculum and to extend pupils' learning.

The curriculum is enhanced by trips, visits and challenge days which allow for collaborative learning by pupils, encouraging problem-solving skills and developing thinking which is 'outside the box'.

The curriculum consists of:

### **Core subjects**

Literacy, Numeracy and Science. At St. James' we place equal emphasis on Information and Communication Technology and Modern Languages (French and Spanish).

### **Foundation subjects**

Technology; History; Geography; Music; Physical Education; Games; Swimming; Art and Personal, Social and Health Education, which includes Citizenship.

Detailed information regarding schemes of work and for the teaching of specific subjects are included in the Preparatory School policies, which are available on request.

## **LIFE SKILLS PROVISION**

*A wide range of extra-curricular activities, visits and trips greatly enhance the educational experience of pupils. The planning for personal, social, health and education is excellent. It draws on a nationally developed PSHE programme, founded on the Every Child Matters agenda, which strongly informs the provision in assemblies, lessons and the general ethos of the school, providing coherence and cohesion to PSHE. Pupils are well prepared for the next stage of their education, partly through the wide range of responsibilities available for particular pupils, such as acting as monitors, prefects, house captains and head boy and girl, and partly through the high expectations of responsible behaviour and the strong moral code that is inculcated in pupils.*

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**S.H.E.E.P** is the acronym that we use to encapsulate all areas of children's learning experiences at St James' Preparatory School, from staying healthy to learning about money. We try to address these areas in interesting, engaging and inclusive ways:

### **SPIRITUAL GROWTH**



The Prep children enjoy their R.E. lessons based on learning about the different religions of the world. The children of St James' demonstrate their capacity for mature discussion, their respect for the beliefs of others and their understanding of how to put into practice the principles of prayer, charity and consideration for others. They receive blessings from father David Leaning and Canon Brendan Clover, Provost of the Woodard Corporation, during the Eucharist services held during the year.

### **HEALTH AND SAFETY**



We hold annual events aimed at awareness of Health and Safety, such as 'No Smoking' day and 'Banish Bacteria Week'. The children in Prep 5 and 6 learn more about growing up during the visits and discussions run by the school nurse. Through their involvement in P.E. and Games lessons, all the Prep children are encouraged to pursue an activity in which they are able to improve their physical strength and

well-being. Regular attendance of clubs has fostered an interest in a variety of sports and the children who have attended the clubs have benefited from a health point of view, as well as learning to work as part of a team. Our Prep 5 pupils participate in a cycling proficiency course called 'Bikeability', during which they are taught cycle-safety and traffic awareness.

## ECONOMIC UNDERSTANDING



Children have designed a Prep School currency called Scallops. Children earn scallops for being hard working or helpful. They learn valuable lessons about the importance of saving money and how to avoid falling into debt. They experience what it is like to earn and spend currency. Children have a credit/debit card on which they accrue or deduct scallops. Their cards are put into an ATM each week and interest is added to their account – this tracks changes to the Bank of England interest rates. Their bank statements are

issued each Friday afternoon.

During our annual 'Money Week', children enter a daily auction, during which they bid what they believe to be the value of an everyday item. 20 scallops can be won by the bidder whom is nearest to the actual amount.

## ENJOY AND ACHIEVE



We enjoy a number of sporting events annually, with children from prep 3 to 6 representing the school in football and netball matches. The Prep inter-house events, such as hockey and cross-country running are very well attended and supported.

Many children have taken up drama, singing lessons and the playing of a musical instrument. Several pupils are talented enough to play their instruments during our daily assemblies.

All Prep 3 to 6 children participate in a Lent Term production each year. They thoroughly enjoy performing and entertaining their parents and friends during the shows.

## POSITIVE CONTRIBUTION



Our annual Prep School swimming gala and Sports Day enable every child to make a contribution to the success of these events. Children of all abilities participate in representing their House.

Many Prep children raise money for a variety of charities each year by participating in sponsored events, supporting cake sales and growing daffodils.

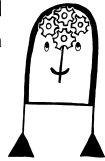
We have offered a large variety of clubs during the year and children have had opportunities to enjoy a range of activities, from sewing to playing rounders. The clubs are always well attended and popular with the children of the Prep School. They provide children yet another way in which to make a positive contribution to the life of the school.

## PROVISION FOR THE DEVELOPMENT OF PERSONAL LEARNING AND THINKING SKILLS

We believe that all experiences in the Prep School should be purposeful and that children should know HOW they are learning, as well as WHY they are learning. We therefore encourage pupils to set individual targets based on the Learning and Thinking Skills, outlined below. They are encouraged to evaluate their work using these benchmarks as well. We consider this an integral part of Learning for Life and for future employment in a rapidly growing and extremely competitive marketplace.

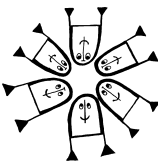
### Independent enquirers

- Plan and organise your work.
- Give reasons for your ideas.
- Use many resources to find things out.
- Be willing to change your mind
- Ask different kinds of question
- See more than one side of an argument.
- Explore different possibilities and ask 'What if...?'



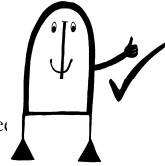
### Team Workers

- Share your ideas generously.
- Listen to what people say.
- Bring the team back to the task in hand.
- Cope sensibly with disagreements.
- Show loyalty to your team
- Suggest changes to how the team works.
- Keep a sense of time



### Effective Participants

- Join clubs and organisations.
- See things from others' points of view.
- Resolve disagreements.
- Stay focused on task.
- Organise your time well.
- Enjoy taking responsibility.
- Try to persuade others to see your point of view.



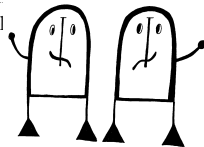
### Self Managers

- Manage your homestudy.
- Try to complete tasks.
- Know where to go for advice.
- Use the internet and a computer competently.
- Use an index, the library and a dictionary effectively.
- Be willing to try again when things don't work.



### Reflective Learners

- Put time into planning.
- Learn from mistakes.
- Change plans if you have a better idea.
- Know what to do when you are stuck
- Treat criticism positively
- Recognise your learning strengths.
- Keep going even when you have a setback.



### Creative Thinkers

- Ask 'What if...?' questions.
- Enjoy creating new ideas.
- Be interested in what's going on around you.
- Make links between ideas.
- Be prepared to try something different.
- Try presenting work in different ways.
- Notice the unusual



## ASSESSMENT AND TARGET SETTING

The school has a policy on target setting and sets individual targets for the improvement in English, Maths and general behaviour of every child. Pupils are included in the setting of their individual targets and they are encouraged to reach and exceed them. As the children progress through the school, they are encouraged to take more responsibility in the setting of their targets. Individual targets are monitored regularly and amended accordingly. Staff also set academic curriculum targets for the children using a 'traffic light' system of assessment; this takes place in the Michaelmas and Trinity terms.

### Teacher Assessment:

Teachers assess children's achievements throughout the year and monitor their progress in all curriculum areas. Verbal and written feedback is given to pupils through marking and discussions following an activity.

### Testing and examinations:

A child's progress in the different subjects is assessed annually, during examinations. Prep 3 to 6 have exams at the end of the final term. Pupils are issued with revision tasks, as appropriate to their age and needs. Pupils are encouraged to take examinations seriously, but not to become overly anxious about them. We support pupils who require help and Learning Support children are given suitable assistance and time extensions, as required by their individual needs.

Tests include:

- Assessment Tests relating to Maths, Reading and Spelling: These are done biannually by all pupils in Prep 3 to 6, to give teachers an indication of each child's standardised scores in each of these areas and to help us to assess pupils' progress year-on-year.
- Verbal and Non Verbal Reasoning Tests: These are done annually, to give teachers further indication of the strengths and weaknesses of each pupil.
- End of Key Stage tests/tasks: These are administered within school.
- Cognitive Abilities Tests: these assess a number of aspects of child's learning and are taken 'mid-term' in Year 4.

Each child has an Individual Academic Record, containing academic results, together with sample pieces of work to show progress. These are available for parents to see at Parents Evenings, or upon request. End of Key Stage results are published on the school's website and copies are held in children's individual records.

### **Peer Assessment:**

Children are encouraged to look at and assess each other's work. They identify elements that they have enjoyed and suggest ways in which to improve upon a piece of work. Pupils are familiar with Levels, through Level Ladders in classrooms and books, so are able to identify features associated with different levels.

### **Self Assessment:**

Children use a 'smiley face' system to record how they feel about their piece of work. Pupils also assess an activity, task or piece of work by using the Personal Learning and Thinking icons and criteria, which are displayed in each classroom. They are encouraged to reflect on the way in which they worked, on their results and achievements.

*The assessment of pupils is a strong feature of the teaching. Pupils have academic and personal targets, which are reviewed regularly with teachers. Pupils know what their targets are and can explain how they are performing in relation to them. Teachers regularly assess pupils against their targets and National Curriculum levels to track their progress. Assessment is also used to inform future planning and help to promote good progress by pupils. Diagnostic tests are used effectively to plan teaching and identify learning support. The progress of pupils is evaluated at the end of each academic year, using national standardised tests, which are also compared with National Curriculum levels.*

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## **SPECIAL EDUCATIONAL NEEDS/DISABILITY DISCRIMINATION ACT**

### **Learning Support**

Our school, like others, accepts children into its family, regardless of level of ability or disability. Occasionally we will have children who are outstandingly bright and, likewise, those who have learning difficulties of some kind.

The school has Special Educational Needs and Inclusion policies and a S.E.N. Co-ordinator who works closely with staff and the Head of Prep to identify and address children's problems. If a child is identified as having difficulty in an area of the curriculum, this is highlighted in a staff meeting and the child referred to the SENCO for further testing. Parents are informed. At times, we also feel it helpful to get outside advice from, for example, the

Educational Psychologist or the Special Needs Service. When this route is taken, parents are always asked for their permission to make a referral and kept informed about any action that follows.

Children who have undergone formal assessment as part of the S.E.N. Code of Practice and are deemed in need of extra academic help are awarded additional teaching or support with our Learning Support Staff. Those with special needs not considered severe enough for formal assessment work in small groups, or individually with their teacher.

The S.E.N. policy is available for parents to read, alongside other policy documents. The school also has an Accessibility Development Plan, which can be viewed. This shows areas we wish to develop in order to make the building and facilities more accessible to disabled people.

## **REPORTING ON PUPIL PROGRESS**

The progress and achievement of each child is carefully monitored and parents are kept informed of their children's progress. Parents are informed of their children's progress through Reports and Parent-Teacher evenings. As well as these formal procedures, parents are encouraged to come into school and talk to staff about any concerns they may have.

### **Reports**

Full reports are written in November and June.

### **Parent Teacher Consultation Meetings**

In addition to regular assessments and reports, there are opportunities during the year for parents to meet staff to discuss their child's general progress. Parents have the opportunity of meeting teaching staff in a formal setting during each term. There is time for a short conversation at these Parent Teacher Consultations. Members of staff are happy to oblige if a matter requires a more lengthy discussion, or parents request an alternative date.

## **COMPLAINTS PROCEDURE**

The 1988 Education Reform Act sets out a procedure for dealing with complaints relating to the Curriculum. The aim is for complaints to be dealt with quickly, effectively and sympathetically but in an official manner.

All complaints about any aspect of school life must initially go to the Head of Prep, who will in most cases be able to solve the problem. This is the 'informal' stage. Any complaint that cannot be solved in this way is passed to the Head teacher of the school who will advise the parent how to take the complaint forward. Further details of the school's Complaints Procedure are available from the School Office.

## **HOMEWORK**

Homework is set each night for children from Year 3 to Year 6, and this consolidates and/or compliments the work done in class. Homework is set according to the age and ability of each child. Homework timetables are given to every child at the beginning of the year. Additionally, a copy is displayed on the classroom information board and copies are displayed on the school's website.

*As a guideline:*

- Pupils in Prep 3 are given one piece of homework each weekday and it should take no longer than 20 minutes per subject plus a recommended 10 minutes daily reading practice.
- Pupils in Prep 4 are given one piece of homework each weekday and they should take no longer than 25 minutes per subject plus a recommended 10 minutes daily reading practice.
- Pupils in Prep 5 are given one piece of homework each weekday and they should take no longer than 30 minutes per subject plus a recommended 10 minutes daily reading practice.
- Pupils in Prep 6 are given two pieces of homework each weekday and they should take no longer than 30 minutes per subject plus a recommended 10 minutes daily reading practice.

All pupils keep a Homework Diary. Work is written into the Homework Diary so that a child can work independently either in Homework Club at school or at home. A Reading Record is kept for each child in Year 3 and 4, showing what they have read each week. Older pupils also keep a reading journal in which the children record and review what they have read. All children are further encouraged to read by participating in the 'Read for the Stars' Challenge. We ask parents to check their child's homework diary each evening.

It is very important that both children and parents understand the need to complete homework by the date set. Should a child be unable to complete their homework for a legitimate reason the child may finish it during break or at the weekend.

## **CLUBS AND ACTIVITIES**

### **Homework Club:**

Homework Club runs for Prep 3 to 6 children from 3:45 pm to 4.30 pm each day. Parents are asked to collect children from the Homework Club at 4.30 pm. A charge of £5.00 will be incurred by not having a child collected by 4:35pm. Pupils must be booked into After-School Care if they are to be accommodated after 4:30pm.

Extra curricular activities are part of the life of every school and the same is true of St. James' Preparatory School. The following clubs have been on offer at certain times during the school year:

Netball, Tennis, Football, Rugby, Athletics, Rounders, Music, Drama, Art, Craft, Cookery, Warhammer, Lego, Cricket, Sewing, Chess, Newspaper Club, Gardening Club, Scrabble, Fun Fitness, Yoga, Street dancing, Puzzle Club, Boardgames, Tennis and 'Green' Club(environmental awareness).

A variety of clubs are on offer each term. Once a pupil has opted to join a particular club, apart from in extenuating circumstances, it is expected that he/she will remain committed to that club for the duration of the term. Clubs may vary from year to year depending upon the talents and expertise of the teaching staff and offers of help from parents.

### **'Wrap-around Care'**

After School Care facilities are available from 4.00 pm until 6.00 pm and supervised by

qualified staff and are based in Oliver Carr House. Information about booking for Early Birds and After School Care is available from the Main School Office.

The school's responsibility begins at 8.30 am and therefore children should not be on the premises before this time (unless booked into Early Birds' Club). Parents who send their children early must accept responsibility for them until the doors open. We would respectfully request that you be punctual; children who arrive late miss out on vital information given about the work for the day and it is not always easy for the teacher to go back over the arrangements for one child. Similarly, at the end of the day, please be as punctual as possible to collect your child. Staff have meetings, clubs to run, or work to do after school. If you are unavoidably detained, please telephone us - it is distressing for a child to be left indefinitely.

## **HEALTH AND SAFETY**

### **Snacks**

The children have a 15 minute break mid-morning and may bring fruit or raw vegetables to eat. ***We ask parents not to send any sweets or products containing nuts (e.g. peanut butter or Snickers bars).*** We have children who suffer from nut allergies and any contact with nuts can potentially be fatal.

### **Dinners**

Any child may stay for school dinner. A self-service cafeteria system operates for children. School dinners follow healthy eating principles. Vegetarian meals are available. Water is placed on each table. No glass bottles or fizzy drinks are allowed. Alternatively, once out of Reception, children may bring a packed lunch with a boxed drink or one in a plastic container. Should children wish to swap from packed lunch to school dinner or vice-versa, we would ask you to give one week's notice and inform in writing the Finance Department via the Main School Office.

### **Water**

Children may bring bottled water to drink during lesson and break times. Bottles should be labelled with the child's name. As they are kept in classrooms, only water is allowed.

## **ABSENCE FROM SCHOOL**

All Prep children are required to attend full-time.

Parents are requested to apply to the Head Teacher in writing for permission to take children out of School for holidays, medical appointments, family occasions etc. Parents are strongly encouraged to try to restrict their holiday arrangements to holiday times rather than during the term. Parents should also notify the School (preferably by telephone early in the session; otherwise in writing) if their child is unable to attend due to illness or other emergency.

Parents are requested not to send their child to school when they are suffering from an illness or infectious condition (such as head lice). Parents should also consider carefully whether children receiving medicines, such as antibiotics, are well enough to attend School. Parents should ensure that any medicines to be given at the School are properly labelled with the pupil's name, dosage and time required. Matron will be informed and then administer any medicines. Parents are responsible for collecting medicines at the end of School. Parents should inform the school if their child has an infectious/contagious condition.

When your child is absent from school, please let us know the reason before 9.30 am by telephoning the Main School Office: 01472 503260 or the Prep School Office on 01472 503280.

We have to keep detailed records of the reasons for children's absence. Notification of the

reason for absence counts as authorised absence. Non-notification counts as unauthorised absence which could be interpreted as truancy. Parents receive notification if their child's attendance falls below 90%.

## **MEDICINES IN SCHOOL**

If your child is acutely ill or requires a short course of medication, e.g. antibiotics, he/she should remain at home. If it is felt by a G.P that he/she is fit enough to return to school, the dosage should normally be adjusted so that none is required at lunchtime. If this is totally impossible, the school has a Matron as the named person to supervise medicines being taken. However she acts in a voluntary capacity and cannot be held responsible for loss, damage or mishap to or with the medicines. In addition, she is only able to administer prescription medicines (clearly marked with the child's name and dosage instructions). 'Over the counter' medication (such as Calpol) cannot be administered by a member of staff.

If a child has been absent from school longer than we would like and so needs to return so as not to miss further schooling. A letter needs to be given to the head teacher with the medicine. Medicines cannot be administered without written instructions from the parent.

PLEASE NOTE: Medication such as "Strepsils" are classed as drugs and should only brought to school if written instructions are handed to the teacher. Children who require long term medication of a largely preventative nature are seen by Matron as the nominated person in charge of his/her medication.

### **Asthma**

The school Matron holds a card index of asthma sufferers which details medication to be taken and frequency of intake. Parents are asked to update us of any change to their child's requirements as they occur, by completing one of our "Administration of Medicines" forms (obtainable in the Preparatory School Hall or from a member of staff in Pre-Prep). Inhalers, which should be labelled, are kept in the Preparatory School Medical Cabinet. Asthmatic children have access to their own inhaler as necessary, and the Matron monitors their use. Children can only keep inhalers on their person if we are informed of this in writing.

### **Other Preventative Medicines**

Parents are asked to discuss their child's requirements with the Head of Prep.

Childhood Illnesses - the following advice for exclusion from school has been approved by the Child Health Authority:

<b>Disease</b>	<b>Incubation Period</b>	<b>Normal Exclusion</b>
Chicken-pox	14-21	Time period (days) Approximately 5 days after appearance
Cold sores Conjunctivitis treatment from GP.		Exclude whilst sore and discharging. Exclude until better or improving on
Diarrhoea and/or vomiting for at least 48 hours.		Exclude until symptoms have passed

Eczema		No exclusion necessary unless infected.
Hand, foot and mouth disease		No exclusion necessary if well.
Head Lice		No exclusion necessary but refer to
Matron for advice on treatment.		
Hepatitis A		Young children and those requiring
hand washing supervision should be excluded for 5 days from the onset of jaundice or pale stools.		
Hepatitis B and C		No exclusion necessary but strict
hygiene precautions should be adhered to.		
Measles	10-14	5 days after appearance of rash.
Mumps	12-26	For 5 days after onset of swelling.
Ringworm of the feet		No exclusion necessary
Ringworm of the scalp		None once appropriate treatment
commenced by GP.		
Ringworm (other areas)		None once appropriate treatment
commenced by GP.		
Rubella	14-21	For 5 days from the onset of rash.
(German Measles)		
Scabies		Exclude until treated.
Scarlet Fever		For 5 days from starting antibiotics.
Sore Throat (mild viral)		No exclusion necessary.
Store Throat (bacterial)		For 5 days from start of antibiotics.
Threadworm		No exclusion necessary but treatment
recommended.		
Verrucae (warts)		No exclusion necessary but keep lesions
covered.		
Whooping Cough	7-21	For 5 days from commencing
appropriate antibiotics.		

### **Head lice**

This is a fairly common problem in schools but one that needs to be treated quickly. School nurses no longer make routine hair inspections, so it is essential that parents check their own child's hair regularly. Lotions and shampoos can be bought from the chemist and an overnight treatment will get rid of the problem. Please do not send your child back to school until he/she is clear.

### **Illness in school**

When a child is taken ill at school we make every effort to contact parents if we regard it serious enough to send the child home. If a child has an accident and we consider he/she requires hospital treatment, we will again make every effort to contact parents or the emergency contact we have been given. If this fails, we take the child to hospital and continue to try and contact you once there. For this purpose, when your child is admitted to school, we ask you to sign a form consenting to hospital treatment being given, if necessary, in your absence. Minor cuts and bruises are treated in school. Any bumps to the head are always reported to parents by a note in the Accident Book located in the doorway of the Preparatory School. We will always contact you if we consider it to be serious.

### **Smoking in school**

St. James' School is a non-smoking school. We would ask parents to respect this when they enter the grounds.

### **Fire Drills**

These are held during each term, usually with no warning to staff or pupils. Everyone is expected to leave the building quickly, sensibly and in silence, and assemble in their nominated positions. Notices showing the routes to all fire exits are placed on the back of the door in each room.

### **Parking**

Parking around a school at the beginning and end of the school day is always a problem. We would ask parents to park safely near The Rectory or on Pelham Road (not on the zig-zag lines) and to drive slowly in this area as there are children about at the beginning and end of the day. Please also respect the people living close to the school.

### **School closure**

School would only ever be closed, other than at designated holiday times, due to an emergency or extreme weather conditions. Should this be the case announcements would be relayed daily by the local radio station (**Please tune into BBC Radio Humberside on 95.9 FM, Compass FM on 96.4 FM or Lincs FM on 102.2 FM**), on the school website and via text message (please inform the school office straight away if ever your contact details change).

## **BEHAVIOUR AND DISCIPLINE**

*Measures to promote good behaviour and discipline work very well. Responsible behaviour is encouraged within the framework of well understood rules, rewards and sanctions. High expectations of pupils' behaviour are made explicit through the personal targets set, PSHE and end of week 'review and evaluation' lessons. Positive behaviour is strongly encouraged in all aspects of school activities through the use of praise and the awarding of house points. The anti-bullying policy is well thought out and ensures that appropriate procedures are in place to deal with bullying, although no incidents of bullying have been recorded in recent years and both parents and pupils reported that it hardly ever took place, and when it did it was dealt with very promptly and effectively.*

### ISI Report 2010

At St. James' Preparatory School we aim for a consistent standard of discipline throughout the school, where rules are clear and concise and where children, staff and parents work together to achieve an atmosphere of respect, both for each other and the school environment.

### **Our Expectations**

We aim for all children to:

- have good manners
- show self-control and self-discipline
- show care and tolerance towards others
- respect their property, the property of others and their environment
- show self-motivation in all aspects of school life

We aim to achieve these by:

- regularly discussing acceptable modes of behaviour with individuals, groups and the whole school
- respecting each child and what they can offer - applying a consistent approach
- being good role models
- rewarding and praising good behaviour - sanctioning bad behaviour

- ongoing contact with parents

### **Rules**

Rules at St. James' Preparatory School are kept to a minimum, but are based on care and respect for each other and our surroundings. Our school rules were established by the children themselves during PSHE. They are:

1. Always listen in class and in assembly
2. Work quietly so as not to disturb others
3. Always try your hardest with your work and aim to do your best
4. Be polite - remember to say please and thank you and to hold doors open for each other.
5. Always tell the truth
6. Walk, don't run in school
7. Play sensibly together and never do anything to other people that you would not like done to you.

### **Rewards and Sanctions**

For rules to be effective there must be a clear understanding by staff and children of the consequences of keeping or breaking of them. Rules and Sanctions are displayed in every class.

#### **Rewards**

These contribute towards an inter-house competition each term. Awards are used to reward and recognise other aspects of school life such as helpfulness and courtesy. Our discipline procedure is always under review.

1. Staff will encourage children verbally and acknowledge effort and achievement.
2. Acknowledgment and praise will be given in front of the class.
3. The child will be sent to other teachers and the Head of Preparatory to show and discuss their achievement.
4. Teachers will give their own rewards, e.g. stickers, stars, stamps.
5. Recognition will be given in the 'Celebration Assembly'
6. House points will be awarded.
7. Certificates will be awarded for outstanding efforts and for improvement in any area of school life.
8. Lunchtime awards are given each day for the most thoughtful and helpful table and house points are given to the table and contribute to the Inter-house competition each term.

#### **Sanctions**

Sanctions will be apportioned according to the seriousness of the offence. General sanctions will include:

1. warning – pupils told what is expected and where they are going wrong
2. brief periods of isolation within class - time out in another class
3. time out sitting outside the Head of Prep's office - withdrawal of privileges
4. missing playtime to complete work.
5. class teachers informal contact with parents
6. referral to the Head of Preparatory, leading to formal contact with parents

#### **Pupils on Report**

On occasions it may be felt that a pupil requires more particular support and attention, and

may be put on report. This will state the specific aspect that is causing concern and teachers will write a comment at the end of every lesson. The pupil will take the card to the Head of Preparatory daily. Parents will be informed.

### **Bullying**

At St. James' School, we regard any type of bullying as totally unacceptable. We define bullying as deliberate, hurtful, repetitive behaviour, in which a pupil has some type of hold over another, and where the child being bullied finds it difficult to defend him/herself. Following investigation, if cases of bullying are proven, sanctions will be applied according to the level of the offence.

We consider the four main types of bullying to be:

- Physical – hitting, kicking, taking belongings
- Verbal – name-calling, insult, racist remarks
- Indirect – spreading nasty stories about someone, excluding someone from social groups.
- Cyberbullying – spreading false or nasty stories via the internet or mobile phones (e.g. texting)

We believe that a disciplined child is a secure child and are confident that if the above measures are followed, the children at St. James' School will have a strong sense of values and a sound grounding in social etiquette for later life.

### **Prefects**

Prefects and House Captains are chosen from our Year 6 pupils by a consensus of opinion of ALL members of staff in the Preparatory School and based upon the votes of the pupils in the Preparatory School elections. Prefects may be added during the year. Prefects meet every half-term with the Head of the Preparatory School.

### **Houses**

On entering the school, children are put into one of three "Houses" – Blakeney, Walkerly and Lindsey. They stay in the same House for the whole of their time at St. James' School. House points can be earned for good work, behaviour, helpfulness and consideration to others. They are counted weekly and a cup awarded to the winning House at the Awards Ceremony on Speech Day. This system encourages a corporate responsibility amongst the children and a positive team spirit. All pupils will have the opportunity to represent their Houses in a number of school events such as inter-house sports, music and arts festivals. Raising money for various charities during the term is also a very important focus for the individual houses. The following members of staff head up each House:

**Blakeney House:** Mrs R Bradley  
**Lindsey House:** Mrs L Hindley  
**Walkerly House:** Mr S Blackbourn

### **School Council**

Two children from each class (Years 3-6) are elected onto the Preparatory School Council in October each year. They meet once every half-term with 6<sup>th</sup> Form Students and once/ term with the Head of the Preparatory School.

## **SCHOOL CLOTHING AND DRESS CODE**

The school uniform is available from the uniform shop (run by Rawcliffe's) located in The Rectory. The shop is open on Monday mornings and from 12 noon to 5.00pm every Friday during Term times and at other selected times throughout the year. A small selection of good-quality used uniform is often available from our second hand shop. Please speak with a member of the PTA if you wish to purchase second hand uniform. A list of all the uniform required is available either from Miss Becky Fisher, in the Main School Office, or on the School Website.

All children require a pair of indoor shoes in addition to those they come to school in. These must be black and soft soled, preferably plimsolls.

**PLEASE ENSURE ALL YOUR CHILD'S PROPERTY *IS CLEARLY LABELLED WITH A NAME TAG!***

### **Jewellery/valuables**

No jewellery, including earrings should be worn in school other than a simple watch. Pupils joining the school must ensure that earrings are removed or taped up for P.E. lessons and swimming lessons to prevent torn ear-lobes. Please ensure your child has some micropore tape in their P.E. bag if their earrings cannot be removed. Watches are removed as a matter of course. Religious jewellery, that children are not allowed to remove, should be appropriately secured by tape.

We discourage the children from bringing toys or items of value to school. Despite taking every precaution to safeguard personal property in school things do sometimes go missing. The school holds no insurance to cover losses or damage to personal property and notices to this effect are posted in each cloakroom.

### **Hair**

Girls' hair longer than shoulder length should be tied back using a 'scrunchy', a band or hair slides. These are to be either dark green or black in colour. Shoulder length hair should be kept back so that it is not over the face. Boys' hair should be smart, with fringes no longer than the eyebrows and the back no longer than collar length. Children should not have their hair 'dyed' or coloured. No hair gel (etc) is allowed. Girls with long hair should tie their hair back and try to avoid the use of hair-grips during gymnastic lessons.

**Children are expected to be dressed appropriately in named school uniform at all times.**

## **PERSONAL EQUIPMENT**

### **Music Practice Books**

Pupils who learn an instrument will be issued with a music practice book. Each week, music staff will indicate what shall be practiced before the next lesson. Parents are encouraged to sign this book and indicate how long their child has practiced each day.

### **Equipment for Lessons**

Pupils are encouraged to take responsibility for bringing to lessons the necessary equipment. All books and paper are provided but pupils should have a pencil-case containing the following:

- An ink pen with spare cartridges (blue, non-permanent)

- 30 cm ruler, protractor, compass
- Pencils (preferably including a “H” pencil for Mathematics)
- Rubber
- Pencil sharpener
- Colouring pencils
- Glue stick

Tippex including Correction pens are NOT allowed in school.

*We strongly recommend that all items are clearly named.*

## **CONTACT BETWEEN PARENTS AND SCHOOL**

### **Change of contact details**

Please notify us immediately of any change at home or work. It is essential that we keep our emergency contact details up to date.

### **Holiday Dates**

These are distributed annually, and upon admission if mid-year. Further copies can be obtained from the office.

*It would be preferred that parents DO NOT take their children out of school during term time as their child loses vital education during this time.*

### **Charges for School Activities and equipment**

As an Independent school, we are keen to ensure that school exercise and text books are provided free. However, developing a wider range of educational experiences, such as residential visits, day trips to places of interest to extend classroom work, swimming and theatre visits, can sometimes be expensive and rely upon financial support from parents.

### **Insurance**

Whilst in school, pupils are covered by St. James’ School liability insurance. For day or residential visits we take out further insurance. Parents may wish to take out additional insurance to cover their child throughout their school years in case of major incidents which would not be covered by the school unless negligence on the part of the school could be proven.

### **Security**

The safety of the children and all those in school is a high priority. Consequently, various additional measures have been taken to increase security during school hours. Entry points to the school are all accessed via key-coded security locks; the codes are kept secure and are changed each term. Whilst not wanting to make school a fortress or totally inaccessible to legitimate visitors, we know parents will appreciate the necessity for these measures and bear with us if for any reason they are kept waiting when seeking entry.

### **Child Protection**

Children have the right to receive the highest possible standards of care and to be protected from abuse. At St. James’ Prep, we take our responsibilities seriously and are committed to following child protection procedures as laid down by legislation. We have a comprehensive Child Protection Policy (available for perusal at the Main School). Should we ever have any

cause for concern over parental or teacher care of a child, it could be necessary that details are referred to the investigative agencies, but this should be seen as a constructive and helpful measure. Concern has been raised about the possible misuse of photographs and videos taken of children at school events. Images should be for family use only.

## **PARENTAL INVOLVEMENT**

The Governors, Head of Prep and staff believe strongly in the principle of partnership between themselves, the children and parents. St James' Preparatory School has an "open door" policy, whereby parents are actively encouraged to become involved in their children's learning. This can take different forms. We welcome parent helpers in the classroom to supervise small group work activities, cooking, hearing children read (this does not replace the teacher's role) art and craft activities, etc. and to help with such activities as swimming and day trips.

We also welcome parental support with work the children may bring home. This regularly involves reading and occasionally homework - either work to finish off or finding information or visual aids about a certain topic. Once a term, parents are invited to a more formal Parents Evening to discuss their own child's progress. They are also welcome to visit their child's class to look at work and talk to the teacher in between times.

## **HOME SCHOOL AGREEMENT**

It is a Government recommendation for all schools to have a Home School Agreement for children in Year 1 and above. This will be signed by the child, parent and a representative of the school.

Our agreement was drawn up after consultation with parents, governors and staff and incorporates the values we feel our school stands for. Although the agreement will only be signed once, with one copy being retained by parents and one in the child's record file, reference will be made to the document regularly so all know the importance placed on it.

A copy will be issued to each child and parent when a pupil either reaches Year 1 or joins the school in a higher year group. (See Appendix 1)

### **PTA: Parent-Teacher Association**

Our fund raising group known as the PTA is an active group open to all parents within St. James' School. The PTA covers the whole school both Preparatory and Senior, and is led by a steering group of Chair, Vice-Chair, Secretary and Treasurer, plus a number of active committee members. Decisions are made democratically at monthly meetings. All money raised is used to acquire a variety of equipment and resources for the school.

## **TRANSITION TO THE MAIN SCHOOL**

Children leave the Preparatory School at the end of Preparatory 6 and transfer to the Main School unless parents decide to place their child at an alternative school. A close relationship with the Main School helps the children to transfer and settle easily. Each term throughout the year the children in Year 6 have days in the Senior School with Senior Staff. During the last week of the Trinity (Summer) Term, the children visit the Main School for an induction day. This helps them to become familiar with their new environment and meet their teachers, several of whom will have previously visited them and perhaps taught them in their own classes at the Preparatory School.

## **NOTICE OF WITHDRAWAL**

Parents who intend withdrawing a child from school should note that a **full term's notice in writing**, to the Head teacher, is required or they will be liable for the following term's fees in lieu of notice. Where the date of a house move is in doubt, provisional notice is acceptable and may be withdrawn at any time should plans change; this cannot be an open ended situation and would need to be agreed at the beginning of each term.

This also applies to changes in boarding status, lunches, learning support, school transport and all peripatetic lessons.

## **DOCUMENTS AVAILABLE FOR PARENTS' PERUSAL**

Certain documents are available in school for parents to see if they wish to. These are:

- OFSTED report
- School Schemes of Work
- Complaints Procedure
- National Curriculum Policies
- Child Protection

## CONTACT INFORMATION

Details regarding staff contact information is shown below and overleaf, if the member of staff you need to speak to is not mentioned, please contact through the main school office.

### **Main School Office**

*For any general enquiries or to report a pupil's absence*

Office: 0( +044)1472 503260

Fax : 0(+44)1472 503275

Email: [liz.champion@saintjamesschool.co.uk](mailto:liz.champion@saintjamesschool.co.uk) or [val.robinson@saintjamesschool.co.uk](mailto:val.robinson@saintjamesschool.co.uk)

### **Headteacher: Mrs. Susan Isaac**

*For any whole school issues or concerns*

Office : 0(+044)1472 503263

Email: [head@saintjamesschool.co.uk](mailto:head@saintjamesschool.co.uk)

### **Deputy Headteacher: Mrs. Heather McMillan**

*For any issues regarding all matters pertaining to any pupil in the Senior Department*

Office: 0(+044)1472 503283

Email: [deputy2@saintjamesschool.co.uk](mailto:deputy2@saintjamesschool.co.uk)

### **Director of Community Outreach: Mr. John Hampson**

*For any issues or matters pertaining to any extra curricular activities across the whole school*

Office: 0(+044)1472 503265

Email: [deputy1@saintjamesschool.co.uk](mailto:deputy1@saintjamesschool.co.uk)

### **Head of the Preparatory Department: Miss Jan Owen**

*For any issues regarding all matters pertaining to any pupil in the Preparatory Department*

Office: 0(+044)1472 503280

Email: [jan.owen@saintjamesschool.co.uk](mailto:jan.owen@saintjamesschool.co.uk)

### **Head of Foundation: Mrs. Christine Fillingham**

*For all matters relating to Early Years*

Direct No: 0(+044)1472 503290

Email: [christine.fillingham@saintjamesschool.co.uk](mailto:christine.fillingham@saintjamesschool.co.uk)

### **Head of Boarding & Housemaster of Petchell House: Mr. Kevin Cooper**

*For all matters regarding Boys' Boarding*

Direct No: 0(+044)1472 503271

Email: [Kevin.cooper@saintjamesschool.co.uk](mailto:Kevin.cooper@saintjamesschool.co.uk)

### **Housemistresses of Yarborough House: Mrs Liz Champion and Mrs Marion Morey**

*For all matters regarding Girls' Boarding*

Direct No: 0(+044)1472 503262

Email: [liz.champion@saintjamesschool.co.uk](mailto:liz.champion@saintjamesschool.co.uk)

### **Nursery Class 2: Sparrows Teacher: Miss Elloise Fillingham**

*For all matters regarding Nursery Class 2: Sparrows children*

Direct No: 0(+044)1472 503288

Email: [elli.fillingham@saintjamesschool.co.uk](mailto:elli.fillingham@saintjamesschool.co.uk)

### **Nursery Class 1: Fledglings Supervisor: Mrs. Deborah Bishop**

*For all matters regarding Nursery Class 1: Fledglings children*

Direct No: 1(+044) 1472 503289

Email: [deborah.bishop@saintjamesschool.co.uk](mailto:deborah.bishop@saintjamesschool.co.uk)

**Out of School Care: Mrs. Rachel Loy**

*For Pre and After School Care and Holiday Hawks (from 2 to 11 years)*

Direct No: 0(+044) 1472 503290

Email: [rachel.loy@saintjameschool.co.uk](mailto:rachel.loy@saintjameschool.co.uk)

**Senior First Aid & Child Protection Officer: Mrs. Virginia Sopp**

*For any medical or child protection issues across the whole school*

Direct No: 0(+044)1472 503270

Email: [matron@saintjameschool.co.uk](mailto:matron@saintjameschool.co.uk)

**Bursar's Office: Mr. Andrew Major**

*For all matters relating to finance, fee billing and Health and Safety*

Office: 0(+44)1472 315100

Email: [andrew.major@saintjameschool.co.uk](mailto:andrew.major@saintjameschool.co.uk)

**Marketing and Admissions Officer: Miss Becky Fisher**

*For all matters relating to Admissions, Advertising, booking into the Holiday club, weekly bulletins and questions regarding school uniform.*

Office: 0(+44)1472 503273

Email: [becky.fisher@saintjameschool.co.uk](mailto:becky.fisher@saintjameschool.co.uk)

**School Uniform Shop – Rawcliffes**

Direct No: 0(+44)1472 503293

**COMMUNICATION**

At St. James' we will do our utmost to ensure that you receive as much information as possible regarding the events during the School Year. As such, you will receive the following:

- Weekly bulletin every Friday afternoon, including information regarding the week ahead. (Please note that this is available by email, on the School' website or in hard copy from the School Office).
- Weekly lunch menus every Friday afternoon
- Termly Newsletters – including important messages, updates, latest news and events, photographs of the children and examples of their work.
- Termly Calendar of events, including information regarding sports days, parent consultation evenings etc... this is sent to parents at the beginning of each term

In addition, there is a calendar on our website [www.saintjameschool.co.uk](http://www.saintjameschool.co.uk). This is available on the homepage and is updated weekly.

## **TRANSPORT**

The School operates two daily bus runs (mornings only) following the routes below. The routes are subject to variation and there is a degree of flexibility. For information regarding prices or to book a place on the bus, please email [andrew.major@saintjameschool.co.uk](mailto:andrew.major@saintjameschool.co.uk).

### Brigg Bus

Barnetby Top	Approx. pick up time: 7:55a.m.
Grasby/Audleby	Approx. pick up time: 8:05a.m.
Caistor Market Place	Approx. pick up time: 8:10a.m.
Swallow	Approx. pick up time: 8:15a.m.
Irby	Approx. pick up time: 8:20a.m.

### Louth Bus

Louth Market Place	Approx. pick up time: 8:00a.m.
Utterby	Approx. pick up time: 8:10a.m.
Cheapside, Waltham	Approx. pick up time: 8:20a.m.
Grimsby Rd, Waltham	Approx. pick up time: 8:25a.m.
Scartho Top	Approx. pick up time: 8:35a.m.



*A Home – School Agreement*

**The school will:**

- a. Offer encouragement and support to children to help them achieve their best at all times.
- b. Encourage children to take care of their surroundings and others around them and to keep the school rules.
- c. Inform parents of the children’s progress through annual reports and at regular meetings.
- d. Inform parents about any concerns or problems that affect their children’s work or behaviour.
- e. Keep parents informed about School activities through regular letters home, postings on the School’s website and notices about special events.

Head of the Preparatory School’s Signature.....

**The parents will try to:**

- a. Make sure their child arrives at school on time – 8.50am for the Preparatory School.
- b. Make sure child attends regularly and provides an explanation by phone or note if the child is absent.
- c. Support the school uniform policy.
- d. Support their child's learning both at home and at school to help him/her achieve their best and in ensuring your child’s Homework Diary and Reading Record are signed on a regular basis.
- e. Attend Parents’ Evenings to discuss their child’s progress.
- f. Encourage child to' keep school rules.
- g. Let the school know about any concerns or problems that might affect the child's work or behaviour.

Parent’s Signature.....

**Every child will keep the schools rules, agreeing to the following:**

- 1. I will be friendly.
- 2. I will be helpful.
- 3. I will always try to do my best.
- 4. I will take good care of the equipment and building.
- 5. I will walk when inside the building.

Child’s Signature.....

## **Appendix 2**

There is a wide range of opportunities to both learn a musical instrument as well as to develop musical interests and abilities outside the classroom.

### **Extra-curricular music**

Choristers

Academy Girls' Choir

Junior Choir

Orchestra

### **Instruments taught at St. James' Preparatory School**

Piano

Electric keyboard

Violin

Flute

Clarinet

Saxophone

Trumpet

Drums

Cello

Voice

### Appendix 3

#### ST. JAMES' SCHOOL LEAVE OF ABSENCE REQUEST

(including family holidays and extended trips abroad during term time)

This form should be completed by the parent/guardian and returned to the School prior to the period of absence for which permission is being requested and sent in for the attention of Mrs Isaac.

i. PUPIL DETAILS	
Name of pupil(s)	
Form(s)	
Current Address:	
Postcode:	
I request permission for my son/daughter to be absent from school (please specify dates)	
From:    /    /                      To:    /    /	
Total School Days:	
Reason for Absence:	
Signed:	Date:    /    /