

ST. JAMES' SCHOOL



SENIOR PARENT HANDBOOK 2011 - 2012

HEADTEACHER: MRS. S. ISAAC

CHAIRMAN OF GOVERNORS: MR. B. HANNINGTON

22 BARGATE
GRIMSBY
N E LINCOLNSHIRE
DN34 4SY

TELEPHONE: (01472) 503260 FAX: (01472) 503275

E-MAIL: enquiries@saintjameschool.co.uk

WEBSITE: www.saintjameschool.co.uk

Dear Parents,

The education of a child relies on the co-operation and support between school and home.

I am pleased to be able to supply you with this copy of our handbook, which I hope will inform you about the school and answer many of the questions you may have. It is certainly not exhaustive, but I hope it will serve to give you a feel for the School, providing you with a greater insight into the demands of a school day and in the understanding of what we aim to achieve for your child.

Our promise to you:

St. James' School recognises:

1. That each pupil is unique and should be treated as an individual.
2. The enormous range of development which every young person undergoes between the ages of 11 and 18.

AIMS The School, aims to provide a caring, family atmosphere within a Christian community. The balanced and broadly based curriculum will:

- a) promote the spiritual, moral, cultural, mental and physical development of each pupil and relate such growth to society at large;
- b) prepare pupils for the opportunities, responsibilities and experiences which await them in adult life.

It is the duty of the School to provide a framework of rules and regulations (rather than a straitjacket) which provides pupils with a safe, caring and comfortable environment within which to develop personal initiative and satisfy individual ambitions, whilst respecting the same rights for others.

The School will attempt to co-operate closely with parents and children at all times.

Yours sincerely,

Sue Isaac (Mrs)
Headteacher

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ST. JAMES' SCHOOL GOVERNING BODY

CHAIRMAN

† ** Mr Barry G Hannington,

The Old Rectory,
Grainsby,
Grimsby.
DN36 5PT

Tel: 01472 840179

Email: barry@ghannington.demon.co.uk

VICE-CHAIRMAN

† ** Mr David F Bury

THE PROVOST (Ex-Officio)

The Revd Canon Brendan Clover, The Woodard Corporation.

COMMITTEE MEMBERS

† ** Mr John G Adams

** Mr David Carroll

Mr Roger J Douglas

† ** Mrs Jackie D Dyson

** Mr Paul N Lynch

Mr David V Overton

** = EXECUTIVE COMMITTEE

† = WOODARD FELLOWS

MISSION STATEMENT

St. James' School is a day and boarding School which exists to educate young people, within a caring community, based on Christian principles. It is an integral part of the Woodard Corporation, supporting the tenets of the founder, Nathaniel Woodard, offering an experience of Anglican worship and welcoming children from all faiths and no faith at all. Every pupil, whatever their race, gender, nationality or creed is offered equal opportunity to develop their individual strengths and interests.

We aim to enable and encourage pupils to fulfil their potential academically within the context of a full and exciting range of activities. In the classroom and beyond, we seek to develop the spiritual, moral, social, cultural, emotional, creative, physical and practical qualities and skills of each pupil. We aim to lay the foundations of confident young people by providing a well-balanced and coherent curriculum which encourages both independence of mind and teamwork. Through individual attention and expert advice, we aim to enable each student to move on to Higher Education. We seek the highest standards in Games, Music, Drama, the Duke of Edinburgh Award Scheme and the work we do in our clubs.

We hope that through our pastoral care system, involving both staff and pupils, all children will feel valued and that they will develop a sense of responsibility, leadership and caring for others, preparing them for the challenges of life in today's multicultural and fast-changing society. We make a special effort to maintain a friendly and well disciplined environment. We seek to work in partnership with parents and to communicate with them effectively.

We value having an active governing body of committed individuals, from a range of backgrounds, to underpin our School in its quest for continuous improvement and growing prosperity. We aim to recruit and retain staff of high quality and to develop their skills and careers through sensitive management and training. We seek to build links with the local community and to play our part nationally and internationally. Enjoying European Languages from an early age, and building links in Europe, is important to us.

In short, the School aims to provide an environment where every member of the community, students and staff, is valued and can flourish.

“A good education is the best legacy you can leave your children.”

ETHOS

“Our aim at St. James' is to provide a happy, caring , family atmosphere within a Christian community, in which each pupil can develop academically, emotionally, physically and socially.

We recognise that each child is unique and should be treated as an individual, and that the enormous range of development every young person undergoes from the age of 2 to 18 years should be nurtured in a great variety of activities - social, cultural and sporting as well as academic.

Values of loyalty, respect, tolerance, responsibility, team spirit and self-discipline are promoted in every aspect of life at St. James”.

ADMISSIONS POLICY

Contents

- 1) Statement
- 2) Criteria for admission to St. James' School
- 3) Fees
- 4) Procedure for Admission
- 5) Attendance at School

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

Children are registered for entry into School on the following conditions.

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

Acceptance

- 1) A non refundable registration fee of £75 is payable on submission of the registration form for Year 1 pupils and above. A £40 registration fee is payable in advance for Fledglings and Foundation children. Details of this are available from the School office.
- 2) 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

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

Fees

- 4) 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. 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.
- 5) School fees are due and payable in advance or by the end of the first day of term.
- 6) 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).

- 7) 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.

Cancellation

- 8) **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 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.**
- 9) 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.
- 10) **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 boarding status, lunches, learning support, school transport and all peripatetic lessons.

Absence

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

Exclusion

- 14) The Headteacher 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

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

Medical Matters

- 16) Parents/guardians must keep the School informed of any medical condition or disease or illness from which a child suffers.
- 17) While a pupil is at School, the Headteacher stands in loco parentis in medical matters. The Headteacher 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

- 18) Parents/guardians must keep the Headteacher 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.
- 19) If a parent is not resident in the UK for more than 48 hours during term time, the Headteacher must be notified in writing of the name, address and telephone number of a guardian resident in the UK during the period of absence.

Fees

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.

Procedure for Admission

- 1) Parents will normally approach the School office/Headteacher 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 Headteacher to meet and to an informal assessment of the child if this has not already occurred.
- 4) The Headteacher 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 Headteacher's Secretary to the previous School (if any) which the pupil attended.

Attendance

All children (except in the Fledglings and Nursery) are required to attend full-time.

Parents are requested to apply to the Headteacher 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.

REGISTRATION GROUPS 2010-2011

Form	Tutor	Room
7	Mrs A Hargrave	06
8	Miss L Emmerson	014
9	Mrs J Cassidy & Mrs M Benzon	Transline 1
10	Mr M Johnson	104
11	Dr S Turner	03
12/13	Mrs F Lambert	Gisby

SENIOR DEPARTMENT ASSEMBLIES

Day/Time	Assembly Details
Mon – 1.45pm	SMT
Tue – 1.45pm	Pupil Assembly
Wed – 1.45pm	Hymn Practice - MB
Thur – 1.45pm	House Assembly Blakeney – Mr J Hampson - 03 Lindsey – Mrs F Lambert– Gisby Walkerly – Mrs J Cassidy - 104
Fri – 3.25pm	Normal Assembly

ST. JAMES' SCHOOL, GRIMSBY –



2011/2012

Senior Management Team

Headteacher

Mrs S M Isaac *BA Hons (Reading), PGCE (Southampton) Classics*

Deputy Headteacher & Head of Senior Department

Mrs H M McMillan *HDED Phys.Ed (Cape Town, South Africa) Director of Studies, Sports Studies*

Director of Community Outreach and Head of Mathematics

Mr J D Hampson *BSc Hons, PGCE (Loughborough) Mathematics*

Head of Preparatory Department

Miss J Owen, *Dip Ed BA (Port Elizabeth)*

Head of Pre-Preparatory Department

Mrs C Fillingham, *Cert Ed (Salzburg)*

Bursar

Mr A Major

Teaching Staff - The Preparatory Department

Fledglings Day Care Nursery Supervisor

Fledglings Day Care Nursery Practitioner

Fledglings Day Care Nursery Practitioner

Out of School Care Coordinator

Nursery Teacher

Nursery Practitioner

Nursery Practitioner

Head of Foundation & Reception Class Teacher

Reception Class Teacher

Prep 1 Form Tutor & Librarian

Prep 2 Form Tutor

Prep 3 Form Tutor

Prep 4 Form Tutor

Prep 5 Form Tutor

Prep 6 Form Tutor, Games & Science Teacher

Key Stage 2 Teacher

Key Stage 2 Teacher

English and Maths Teacher

French

Spanish

Teaching Staff – The Senior Department

Geography

English

English

ICT

Head of Mathematics & Head of Blakeney House

French, Head of Sixth Form & Head of Lindsey House

Mrs D Bishop, *Dip Level 3 in Child Care and Education*

Miss E Haagensen, *Dip Level 4 in Child Care and Education*

Miss N Jones, *NVQ Level 3 in Child Care*

Mrs R Loy, *NNEB Certificate in Nursery Nursing*

Miss E Fillingham, *BA Hons (Nottingham), PGCE (Chichester)*

Miss K Grant, *Dip in Child Care and Education*

Miss S Hornsby, *Dip Level 2 in Child Care and Education*

Mrs C Fillingham, *Cert Ed (Salzburg)*

Mrs S Swannack, *BA (Loughborough), Cert Ed (Exeter)*

Mrs S Clayton, *BA Hons (Lincolnshire), PGCE (Hull)*

Mrs R Bradley, *BA Hons Art (Coventry), GTP (Robert Owen)*

Miss J Owen, *Dip Ed BA (Port Elizabeth)*

Mrs L M Hindley, *BA Hons (The Open University)*

Mr S C Blackburn / Mrs S Booth / Mrs V Sopp

Mr P Parsons, *B Ed Hons (Newman College)*

Miss H Evison, *BA Hons (Northumbria), PGCE (Northumbria)*

Mr S C Blackburn, *B Ed Hons (Hull)*

Miss L Emmerson, *BA Hons (Sheffield), PGCE (Cambridge)*

Mrs S J Booth, *B Ed (Hertfordshire)*

Mrs P Ingledew, *BA Hons (Hull), PGCE MFL (Sheffield)*

Mr K Cooper, *MA Geology (Oxford), PGCE (Bath)*

Dr M Taylor, *PhD & MA Philosophy (Hull), PGCE, BA Hons (Essex)*

Mrs H Cooper, *MA English Lang & Lit (Oxford), Cert FE (Darlington)*

Mr J Slessor, *Cert Ed (Cheshire)*

Mr J Hampson, *BSc Hons (Loughborough), PGCE (Loughborough)*

Mrs F Lambert, *Cert Ed (Further Adult Education)*

German	Mrs B Farrey, <i>BA Hons (Leeds), PGCE (Leeds)</i>
Spanish	Mrs P Ingledew, <i>BA Hons (Hull), PGCE MFL (Sheffield)</i>
History & Head of Walkerly House	Mrs J Cassidy, <i>B Ed (Higher College), Cert RE (Glasgow)</i>
Biology & Head of Science	Mr M Johnson, <i>BSc Hons Biology (Derby) PGCE</i>
Chemistry, Physics and Science	Dr S Turner, <i>BSc Hons (Heriot-Watt), Dr of Philosophy (Sheff), PGCE</i>
Maths & Science	Mr G Boothby, <i>Cert Ed</i>
Business Studies	Miss G Sleath, <i>BA Hons (Derby), Cert Ed (Huddersfield)</i>
Laboratory Technician	Mrs S Coy, <i>CGLI SLT Cert Inter & Advanced Levels</i>
Director of Music	Mrs M Benzon, <i>BMus (South Africa), LRSM (UK)</i>
Art	Mrs M J Rainbow, <i>BA Hons (Goldsmith College), PGCE</i>
Games Teacher	Mr P Parsons, <i>B Ed Hons (Newman College)</i>
Senior School Librarian	Mrs B Hinson
EFL, Food & Nutrition, Textiles	Mrs A Hargrave, <i>IOL PG Dip Trans, Cert Ed (Huddersfield)</i>
Learning Support Tutor	Mrs H Randall, <i>BSc, PGCE Primary Maths (Leeds), PG in Special Education Provision</i>
Child Protection Officer & School Health Co-ordinator	Mrs V Sopp, <i>Level 2 Safeguarding Children</i>
Master of the Choristers	Mr A Pinel, <i>BA Hons (Huddersfield), ARCM, ARCO</i>
<u>Administration</u>	
Bursar	Mr A Major
Marketing and Admissions	Miss B Fisher, <i>BSc Hons (UMIST)</i>
Marketing and Admissions Assistant	Miss C Blades, <i>BA Hons (Nottingham)</i>
IT Technician	Mr G Nolan
Purchase Ledger Clerk	Mrs A Smith
Prep Department Secretary & Admin Assistant	Mrs K Jennings
School Receptionists and Secretaries	Mrs E M Champion and Ms V Robinson
<u>The Boarding Houses</u>	
Head of Boarding	Mr K Cooper
Petchell (Boys) Boarding House Master	Mr K Cooper
Petchell (Boys) Boarding House Master's wife & Assistant	Mrs H Cooper
Petchell (Boys) Boarding House Assistant	Mr W F Dalby
Yarborough (Girls) Boarding House Mistress	Mrs E M Champion
Yarborough (Girls) Boarding House Assistant	Ms M Morey
Yarborough (Girls) Boarding House Assistant	Ms C Campbell
<u>Catering</u>	
Catering Manager	Mrs S Cousins
<u>Premises</u>	
Campus Manager	Mr R Cordell
Assistant Campus Manager	Mr W F Dalby

CONTACTING THE SCHOOL

Your first point of contact is your child's Form Tutor. Your child is well known by their tutor. It is the job of the tutor to monitor your child's academic and pastoral well being and should you have a concern you should talk first to him or her. Your concern will be treated seriously and, if the tutor cannot immediately solve it, then the relevant person will be contacted for help.

1. Who should be contacted on academic matters?

- Mrs Heather McMillan, Head of Senior Department
- The relevant Subject Teacher/Head of Subject

You can, of course, contact any of these people directly should you wish to do so, but it is always advisable to do so, initially, through your child's form tutor.

2. Who should be contacted on pastoral matters?

As above, the first point of contact should always be your child's form tutor. Although in addition, you can also contact:

- Mrs Heather McMillan, Head of Senior Department
- Mrs V Sopp, Child Protection Officer

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@saintjames.school.co.uk or val.robinson@saintjames.school.co.uk

Headteacher: Mrs. Susan Isaac

For any whole school issues or concerns

Office : 0(+044)1472 503263

Email: head@saintjames.school.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@saintjames.school.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@saintjames.school.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@saintjames.school.co.uk

Head of Foundation: Mrs. Christine Fillingham

For all matters relating to Early Years

Direct No: 0(+044)1472 503290

Email: christine.fillingham@saintjames.school.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

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

Nursery Teacher: Miss Elloise Fillingham

For all matters regarding the Nursery children

Direct No: 0(+044)1472 503288

Email: elli.fillingham@saintjamesschool.co.uk

Fledglings Daycare Supervisor: Mrs. Deborah Bishop

For all matters regarding Fledglings Daycare

Direct No: 1(+044) 1472 503289

Email: 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@saintjamesschool.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@saintjamesschool.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@saintjamesschool.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@saintjamesschool.co.uk

School Uniform Shop – Rawcliffes

Direct No: 0(+44)1472 503293

COMMUNICATION

As parents of 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, we promise that 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
- GOOD NEWS STORIES! – every Friday regarding the events during the week, please do email in any good news stories regarding any pupils' activities outside of school.
- 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/calendar . This is available on the bottom right-hand side 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.

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.

GENERAL CODE FOR PUPILS

Pupils should value their own self-respect and the good name of the School. They should remember that all members of the School are subject, at all times, to the ordinary laws of the land. They should also remember that the general welfare of the School depends much more on the self-discipline, mutual respect and commonsense of its members than on external discipline and punishment.

Pupils are expected to show consideration for the interests of other members of the School community and for its general well-being. They should treat people inside and outside with courtesy and respect. Visitors should be welcomed and shown (not directed) where to go by the older pupils. Prefects, who are appointed to help the School run more smoothly, should be supported.

BASIC EXPECTATIONS

Basic expectations are that all pupils will: -

- a) accept the rules of the School or behaviour codes which are based on the laws of the land and commonsense;
- b) adhere to the School and House timetables;
- c) attend Church Services and Assemblies;
- d) show involvement and effort in extra-curricular commitments – this includes House and recreational sport and other chosen activities;
- e) find the necessary motivation to pursue their academic work in lessons to the best of their ability;
- f) wear the School uniform and see it as a unifying factor for the community identity;
- g) treat all others with equal respect, regardless of age, gender, race or religion and see any differences as an enrichment to the life of the School;
- h) communicate on a regular basis with parents and guardians (for overseas boarders);
- i) take primary responsibility for their own health and personal hygiene. They will alert the appropriate people if they, or others, are in need of pastoral or practical help;
- j) conduct any close relationship sensitively and in an acceptable manner;
- k) remember that, as the School is home for many of the School community, a respect for personal privacy and property is necessary;
- l) conduct themselves outside the School in a responsible manner.
- m) Show respect to fellow members of the School, if corresponding via the Internet.

THE SCHOOL RULES

Purpose

The purpose of the School's rules and regulations is to ensure physical safety, to fulfil the School's responsibility as a guardian and to make the essential arrangements for a community in which learning can flourish. Every member of the School has the opportunity and freedom to develop his/her own capacities to contribute fully to activities inside and outside the School and to assume an increasing responsibility for his or her own attitude and moral standards.

Inside School

There is no running and no eating or drinking in the corridors, foyers, classrooms or libraries. While walking from place to place in the School, pupils are encouraged to allow others to go through doors ahead of them, to open doors for the member of staff, parents and visitors, not to jostle, barge or block the way in corridors or on the stairs, not to enter the following places without a member of staff being present: -

Laboratories, the IT Rooms, the Craft Room, Textiles and Home Economics Room. As a general rule, it is thought courteous for pupils to await the arrival of a teacher before entering any classroom in the Senior Department.

During Lessons

Pupils are expected to obey the 'Rules of Our Class', which are posted in each classroom.

- SHIRTS TUCKED IN, TOP BUTTONS DONE UP AND TIDY TIES.
- NO CHEWING OF GUM.
- ALWAYS HAVE THE RIGHT EQUIPMENT FOR THIS CLASS.
- NO TALKING OR INTERRUPTING WHEN OTHERS ARE TALKING.
- ALWAYS WORK HARD, CONCENTRATE AND HAND IN HOMEWORK ON TIME.
- STAND UP WHEN A VISITOR ENTERS THE CLASSROOM.

In the School Grounds

Members of the School are not to walk at the front of the School where the cars are parked unless going to the School Office or to a lesson, and should stay clear of fallen fruit and berries in Autumn, flowers in Spring. Help the ground staff by keeping on the paths and keeping off the edges of grass, by not leaving games Kit lying about after Games, and by picking up and not dropping litter. Pupils should leave personal belongings in their locker.

Mobile Phones/IPods/MP3 players

Should not be brought into school unless a necessity. Under no circumstances should they be seen during the school day. Ideally they should be locked in lockers. Under no circumstances should they be left unguarded in changing areas. Any such item being used in the school day, without permission from a member of staff, will be confiscated and passed to the Head of the

Senior Department. The item will be collected at 3.50pm from the Head of the Senior Department, with a warning that should it happen again, it will be confiscated for a week (with parents permission).

Knives/Scissors/Dangerous Weapons

The carrying of knives and scissors and other dangerous weapons is banned in school. Should anybody be caught in possession then the items will be confiscated and the pupil may risk suspension or expulsion from the School.

Fire

Fire regulations are posted throughout the School and should be regularly read and observed. Regular practices will be held.

Alcohol, Smoking and Drugs

Alcohol - Members of the School will neither drink nor buy alcoholic drinks. They will, under no circumstances, bring alcoholic drinks into School. Pupils found in possession of alcohol will face a serious punishment (isolation/suspension/exclusion). Parents will be notified immediately and asked to collect the alcohol.

Smoking - The possession of smoking material and the purchase of tobacco, in any form, is forbidden. Smoking is a health, fire and financial hazard. Pupils caught smoking will be fined (in aid of Cancer Research) and parents will be notified. Matron will also suggest ways of giving up smoking and in certain cases help to initiate a programme.

Medicines and Drugs - The possession and use of most medicines and drugs without a bona fide prescription is illegal. All medicines and drugs, whether requiring a prescription or not, will be looked after by the Designated First Aid Officer (Mrs Sopp) and dispensed as appropriate. Members of the School found in possession of, or using medicines or drugs without permission, risk severe punishment and could be asked to leave the School.

DRESS REGULATIONS

All regulation uniform should be purchased from Rawcliffes, the School Uniform Shop, based in the Rectory. The shop is open on Monday, 8am - 10am and Friday, 2.30pm - 5.30pm, during Term time and at other selected times throughout the year.

A PTA Clothes Shop for second-hand clothes is also available at the School by appointment only. Please ring Becky Fisher on 01472 503273.

All items of clothing should be clearly named.

Further notes re: Dress regulation for boys

- Shoes: Only plain black polishable shoes. Not doeskin, suede or heavy 'Doc Martin' type. Boots are not allowed.
- Shirts: A shirt with a proper collar must be worn.
- Jewellery: The only items of jewellery to be worn are a cross and chain or St. Christopher.
- Hair: Should be regularly washed and trimmed and of a style, which does not cover the ears or collar.
- Earrings: Should not be worn in school. Any earrings seen will have to be removed and will be confiscated, irrespective of when the ears were pierced.
- Outerwear: A dark, one-coloured coat should be worn.

Further notes re: Dress regulations for girls

- Shoes: Only plain polishable shoes. Not doeskin, suede or 'heavy duty' Doc Martin-type. Boots are not allowed.
- Skirts: Must be of an acceptable length and style.
- Hair: Hair should be tied back when appropriate with plain, dark bands or hair bows.
- Jewellery: No jewellery except a small cross and chain or St. Christopher.
- Make Up: No make-up or nail varnish may be worn.
- Earrings: Should not be worn in school. Any earrings seen will have to be removed and will be confiscated, irrespective of when the ears were pierced.
- Outerwear: A dark, one-coloured coat should be worn.

CODE OF BEHAVIOUR

Respect for people and property.

Everybody has the right to learn – ask if you need help.

Safe movement in the School – depends on consideration for others.

Pupils should be smart in appearance and wear the correct School uniform.

Equipment ready for the lesson is the key to success.

Care for the environment so that it is clean and healthy.

Treat others as you would like to be treated yourself.

Feelings and opinions must be respected at all times.

Offensive or abusive language is unacceptable.

Refrain from bringing to School items like mobile phones, chewing gum, personal stereos, cigarettes, knives, scissors, compasses & valuables.

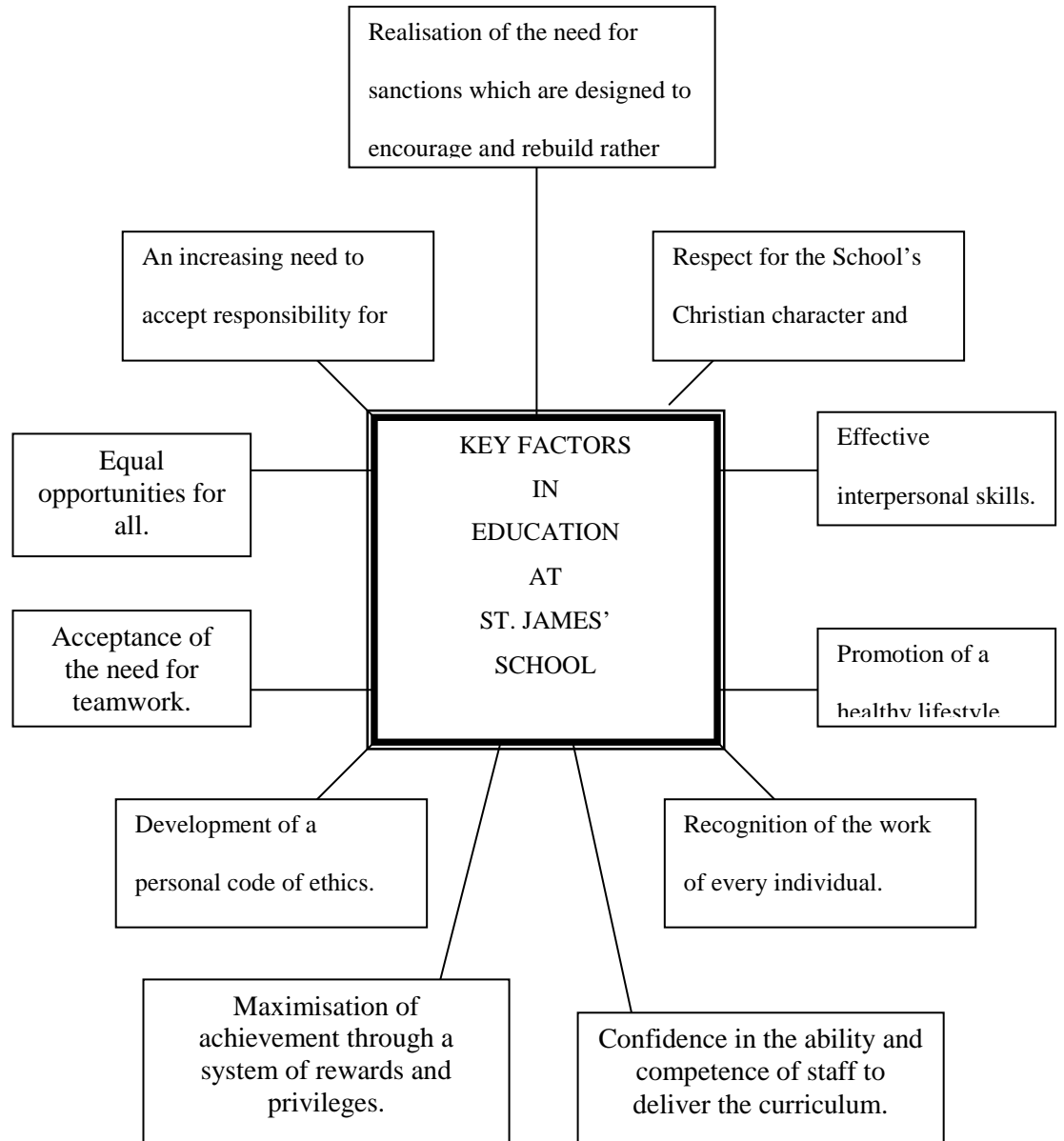
Arrive on time and attend every lesson.

Letter from home should explain absence.

Listen carefully and follow instructions given by a teacher.

THE CHRISTIAN LIFE OF THE SCHOOL

St. James' School was founded by the Reverend Canon James Peter Young, the Vicar of Grimsby, in 1880 to be the Choir School of St. James' Parish Church, Grimsby. It has continued as such until the present day, when the School gives bursaries to thirteen choristers and five choral scholars.



For almost the first hundred years of its existence, St. James' School was a boys' School. However, when the Pelham Girls' School closed in the late 1970's, the School took in girls and it is now fully co-educational.

In 1967, the School Governing Body approached the Woodard Corporation and St. James' became an Associated School of the Woodard Corporation.

In January 1982, a further request from the St. James' Governing Body was made for St. James' to be admitted to the status of an Incorporated School. An inspection visit by a committee of the Woodard Corporation was undertaken and reported favourably. Final incorporation took place at the meeting of the Woodard Corporation at Whitelands College in April 1985.

In 2010, Grimsby officially became a Minster town and as such St. James' Church was inaugurated and became known as Grimsby Minster. The School maintains close links with Grimsby Minster and the boarders are encouraged to attend the Sunday services. Each School term begins and ends either in the School Hall or in Grimsby Minster, when a member of the St. James' Team leads the Service. The School also attends as a body on Founder's Day (October), Carol Service (December), Confirmation Service (February), Ash Wednesday, Ascension Day and for the Valedictory Service (each July).

Although the School is a Church of England School, pupils of other faiths and denominations are welcome as members of the School. They are expected to attend Church with the remainder of the School on the occasions outlined above. Local clergy of all denominations are invited to lead assemblies on a regular basis.

Christian worship and teaching are central to our School life and the structure of our School day reflects this. Full School Assemblies are held three times a week, normally on Monday, Tuesday and Friday, whilst a Singing Assembly is held on Wednesday. On Thursday, House Assemblies are held. On Friday afternoons, the whole School will meet for an act of worship commencing at 3.25pm.

It is hoped that our pupils will take an active part in worship and we hope that this will be encouraged, particularly in Tutor Groups and Houses.

Pupils should be encouraged to be active in their own Churches.

Communion Services are held regularly in the Church for the School and sometimes in the School itself. It is anticipated that pupils and staff will be encouraged to be confirmed as part of the regular classes organised either by their own churches, Grimsby Minster team or by the School.

Above all, we aim to provide a caring Christian environment for pupils, promoting Christian standards of behaviour and providing regular opportunities for worship and service.

REWARDS AND SANCTIONS

The promotion and maintenance of good discipline will be based on praise, rewards and encouragement rather than on threats of sanctions. The School relies upon your integrity to observe the School Rules, but clearly, from time to time, sanctions may have to be applied.

Rewards

For academic achievement or effort, a Merit system operates within the Senior Department. The attainment of six Merits results in the granting of a Commendation. A Commendation is rewarded with a voucher entitling the pupil and a friend to a week of priority lunches, along with a certificate awarded at the end of the school year depending upon how many Commendations have been achieved.

One Commendation = Bronze Certificate

Two Commendations = Silver Certificate

Three Commendations = Gold Certificate

Four or more Commendations = Platinum Certificate

For sporting achievements there is an Honours system for awarding colours.

Recognition for outstanding contribution to School life is given in House Assemblies, the Headteacher's Assemblies and in the reporting system. The School magazine contains details of all activities and achievements, some of which are published in the local press. All outstanding activities and achievements will also be recorded in your Personal Profile.

Sanctions

Unsatisfactory work will be repeated. Continued unsatisfactory work will be referred to your individual Registration Tutor and the matter recorded in your Personal Profile. This system will also operate in the case of disruptive behaviour – in class or failure to conform to the School Rules. Disruptive behaviour in class may also lead to a pupil being excluded for a brief period. In any serious cases of misbehaviour, a pupil will be sent to the Head of Senior Department or House Head.

If staff encounter any form of disciplinary problem within a lesson (or around School), including incomplete or late work, then the following will be adhered to:

Level 1 - Punishments

A punishment, in one of the following forms, will be given:

- i) To repeat work that has been badly done (set a deadline).
- ii) Extra work, either as an extension to homework or as a separate piece of work altogether (e.g. lines (preferably with some educational value)/essay : set a deadline).

Level 2 - Detention

A break, or lunchtime detention, which will be supervised (extra work will be given during the detention and no homework may be done). Break or lunchtime detentions can be used by subject staff in order to give individuals extra help or enable them to complete or re-do work. There is no parental involvement. Break or lunchtime detentions may also be used as time given towards helping the greater good of the whole School community e.g. litter duty, removing graffiti, tidying areas of the School etc.

This detention will be recorded in your Homework Diary, the Staff 'Detention Book' and also on your end of term report.

Level 3 – House Detention

Three detentions, or failing to turn up for any detention, will warrant a House Detention with your House Head after School one evening. A letter will be sent home to your parents informing them of the detention.

Level 4 – Letter to Parents

Three more detentions, or failing to turn up to any detention, will result in a letter home from the Senior Management Team inviting your parents into School in order to discuss your progress.

Level 5 – House Report

If a pupil is causing general concern, academic and/or social, and it is felt by the Form Tutor, the Head of House and the Head of Senior Department that closer scrutiny will be of benefit to the individual pupil, the pupil may be placed on House Report for a short period of perhaps a week or two. The pupil will be given a form daily, by the Head of Senior Department, which must be handed to the teacher at the start of a lesson and collected from the teacher at the end of the lesson.

Parent/guardian signs the Report each evening so that they, too, can monitor progress closely. The report is then returned to the Head of Senior Department or Head of House before lessons next day.

Level 6 – Exclusion (Isolation)

If a pupil is causing a disciplinary problem within a lesson then he/she will be sent directly to the Head of Senior Department or the Headteacher (accompanied by a reliable pupil). One of the above punishments will then be issued when we have a had chance to discuss it. Should disciplinary problems continue to exist, it may be felt that the pupil be excluded from lessons.

A pupil may be excluded from lessons and placed in isolation in order to make him/her more accountable for his/her actions and to make the pupil realise that such behaviour will not be tolerated in a classroom.

For isolation, the pupil will report to the Head of Senior Department at 8.50am and will be supervised throughout the day whilst working, eating and spending his/her free time, independent of other pupils. Staff are expected to set work for the pupil so that he/she does not fall behind in their subject.

Level 7 – Suspension and Expulsion

These sanctions are for extremely serious incidents and are at the discretion of the Headteacher. Parents are fully informed and involved. The Governing Body is also informed of such serious incidents.

REVIEW BY THE SCHOOL COUNCIL

(a) Request for Review: A pupil or his/her parents, disagreeing with the Headteacher's decision to require the pupil to leave the School, may make a written application for a Review by the School Council. The application must be received by the Clerk to the School Council within 72 hours of the decision being notified to a parent, or longer by agreement.

(b) Grounds for Review: In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

(c) Review Panel: The Review will be undertaken by a three member sub-committee of the School Council. The panel members will have no detailed previous knowledge of the case or of the pupil or parents. Selection of the Review Panel will be made by the Clerk to the School Council. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

(d) Review Meeting: The meeting will take place at the school premises, normally between 3 and 10 days after the parents' application has been received. A Review will not normally take place during school holidays. A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.

(e) Attendance: Those present at the Review Meeting will normally be:

(i) Members of the Review Panel and the Clerk to the School Council.

(ii) The Headteacher and/or any relevant member of staff whom the pupil or his/her parents have asked should attend and whom the Headteacher considers should attend in order to secure a fair outcome.

(iii) The pupil, together with his/her parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. (The Clerk to the School Council must be given 7 days notice if the friend or relation is legally qualified).

(f) Conduct of Meeting: The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be tape-recorded without the consent of both the Chair and a parent and any tape-recording will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the School. The Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and make appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

(g) Procedure: The Panel will consider each of the questions raised by the pupil or his/her parents so far as relevant to:

(i) Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof, namely, "*the balance of probability*" will apply; and whether the sanction was warranted, that, whether it was proportionate to the breach of discipline or the other events which are found to have

occurred and to the legitimate aims of the School's policy in that respect. The requirements of natural justice will apply. If for any reason the pupil or his/her parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

(h) Identification: If the Headteacher or the relevant member of staff in attendance considers it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chair at his/her discretion may direct that the person be identified, or not as the case may be.

(i) Pupil's Character: Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

(j) Leaving Status: If, having heard all parties, the Panel is minded to confirm the Headteacher's earlier decision, it is open to the Panel, with agreement of the Headteacher, the pupil and his/her parents to discuss the pupil's leaving status with a view to reaching agreement.

(k) Decision: When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting; alternatively the Chair may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural regularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents of the pupil concerned by the Chair of the Review Panel or the Chairman by letter or telephone within three days of the meeting.

CURRICULUM POLICY

The school will deliver the National Curriculum at all key stages. In addition we will provide a curriculum, which responds to the needs of all pupils across the full age range of the school.

AIMS OF THE POLICY

To help pupils to:

- develop lively, imaginative and enquiring minds.
- acquire knowledge and skills relevant to adult life.
- have sound numeracy and literacy skills
- develop personal and moral values and respect for other cultures and religions.
- develop an understanding of the world in which they live.
- appreciate human achievements and aspirations.
- take their place in society as informed, confident and responsible citizens.

CHARACTERISTICS OF THE CURRICULUM

The curriculum should have the following characteristics:

- be balanced, relevant and differentiated.
- provide progression and continuity.
- provide an opportunity for more able pupils to accelerate their learning and acquire both GCSE and Advanced Level qualifications at an earlier stage.
- promote knowledge and understanding.
- promote spiritual, moral, cultural, mental and physical development for all students.

- provide a pathway from early years through to education at Sixth Form level.
- provide the opportunity for students to work at a pace best suited to their own needs.
- provide appropriate tasks and teaching techniques to support high expectations and appropriate challenge.
- should be subject to ongoing evaluation and review.

PROPOSED OUTCOMES OF THE CURRICULUM

The curriculum should:

- deliver current and future statutory requirements.
- enable all students to fulfil their potential.
- prepare pupils to make informed and appropriate choices at post 16.
- meet the needs of the full range of abilities across all age ranges in the school.
- ensure continuity and progression within the school and between the phases of education.
- foster teaching styles, which offer a variety of relevant learning opportunities.
- encourage a respect for the school and its environment so that learning is a positive and pleasurable experience for all.
- ensure effective use of language and numeracy.
- help pupils develop lively, enquiring minds, an ability to question and argue rationally and an ability to apply themselves to academic tasks and physical skills.
- help pupils develop personal moral values, respect for religious values and tolerance of other races, religions and ways of life.
- help pupils to appreciate human achievements and aspirations.

The full Curriculum Policy for St. James' School is available on the website www.saintjameschool.co.uk/curriculum or on request from the School Office

HOMEWORK – THE POLICY IN THE SENIOR DEPARTMENT

Type of Work Set

Homework is an integral part of your School course and it may take any of the following forms: -

The main purposes of homework should be seen as: -

- a) Learning notes and/or diagrams.
- b) Writing essays.
- c) Practice of mathematical and/or scientific problems.
- d) Completion of classwork.
- e) Projects.
- f) Analytical/Creative/Descriptive writing.
- g) Learning for tests.
- h) Devising, designing, problem solving.

- i) Any other form of private study which may make for a rich and relevant approach to a subject.
- j) The encouragement of a self disciplined and self motivated attitude to study.
- k) The completion of relevant tasks set.
- l) Development of good work habits to the highest standard.

Time Allocation – A Guide

Years 7 – 8	30 minutes per subject.
Year 9	30/40 minutes per subject depending on subject.
Years 10 – 11	up to one hour per subject session allocation.

This will be flexible depending on timing in the week, topic and course work stage.

Parental role in Homework:

- Parents / Guardians should support pupils with their homework, but accept that their role will become less and less important as pupils become more responsible and independent.
- Parents/ Guardians should make reasonable provision for pupils to work at home.
- Parents /Guardians should encourage pupils to meet homework deadlines.
- If Parents / Guardians feel that insufficient or too much homework is being given, they should contact the Head of Senior Department (Mrs McMillan), who will investigate the situation.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Whilst excellence is sought in aesthetic, practical and physical activities, as well as in academic study, there will always be pupils for whom the academic side of school - life is very difficult.

Such pupils might be: -

- Those with emotional / family problems etc. who find concentration difficult.
- Those with physical handicaps who might therefore have prolonged absence from school, frequent short absences or who are in pain.
- Those for whom English is a second language.
- Those who have specific problems e.g. Dyslexia.

Each pupil's specific educational needs are assessed on an individual basis and a policy is devised by the Registration Tutor, Learning Support Tutor and Head of Senior Department to assist that pupil in overcoming the problem.

Those for whom English is a second language.

Teachers are immediately made aware when a pupil for whom English is a second language joins St. James', very often the problems are not just one of language, but adapting to a different culture, religion and climate and being away from home, family and friends, often for the first time.

The problems of adaptation and being homesick should be addressed by all members of staff. In particular, by the Form Tutor who ensures that the pupil feels part of a new family and is made aware of as many aspects of life at St. James, using an interpreter, if necessary. The Form Tutor also finds out as much as possible about the country's culture, religion, climate, home and family from which the pupil comes. This knowledge will often help to break down the communication barrier by providing a point of contact.

All foreign pupils' competence in the English language will be assessed on arrival at the School in order to be classified as Basic/Intermediate/Advanced. The teacher of EFL will assess the pupil and teach each pupil 5 lessons each week. Pupils may be removed from lessons e.g. French and German, to receive such instruction. Work will be set by the EFL teacher in the form of written exercises to be undertaken by the foreign pupil when the rest of the class are studying such subjects as French and German which are clearly beyond his/her capability. Such students will also sit IELTS examinations at the end of the year.

Those who have specific problems e.g. Dyslexia.

Whenever work is consistently, over a number of weeks, completed by a pupil to a standard, which is deemed inappropriate to the age and ability level of the pupil, it is essential to ascertain the cause. This might be one of the points referred to above or there might be a specific problem e.g. Dyslexia. The pupil will then, under instruction by the Form tutor or a parent, be assessed by the SENCO who will give advice according to the results of such tests.

NOTICE OF WITHDRAWAL

Parents who intend withdrawing a child from school should note that a **full term's notice in writing**, to the Headteacher, 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.

COMPLAINTS PROCEDURE FOR PARENTS

St. James' School welcomes suggestions and comments from parents, and takes seriously complaints and concerns they may raise. This leaflet will show you how to use our complaints system.

A complaint will be treated as an expression of genuine dissatisfaction, which needs a response.

We wish to ensure that:

- parents wishing to make a complaint know how to do so
- we respond to complaints within a reasonable time and in a courteous and efficient way
- parents realise that we listen and take complaints seriously
- we take action where appropriate

“How should I complain?”

You can talk directly to a member of staff, write a letter, or telephone. Be as clear as possible about what is troubling you.

Any member of staff will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, to raise house matters with the Housemaster or Housemistress, sports concerns with the Head of P.E. They may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example, one of the Deputy Heads or the Headteacher.

“I don’t want to complain as such, but there is something bothering me”

The school is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff, as described above.

“I am not sure whether to complain or not”

If, as parents, you have concerns, you are entitled to complain. If in doubt, you should contact the School as we are here to help.

“What will happen next?”

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date, by which time you will receive a response. If a detailed exploration of the issues is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed. All complaints will be dealt with within 28 days and the paperwork for such complaints will be kept for a minimum of three years.

“What happens about confidentiality?”

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Headteacher and those directly involved. The Chairman of Governors may also need to be informed. It is the school’s policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk or it became necessary to refer matters to the police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that, anonymous complaints may not be pursued.

Action which needed to be taken under Staff Disciplinary Procedures as a result of complaints, would be handled confidentially within the school.

“What if I am not satisfied with the outcome?”

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Headteacher will offer to refer the matter to the Chairman of Governors. Alternatively, you may wish to write direct to the Chairman. The Chairman will call for a full report from the Headteacher, and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

Parents of children in Day Care, Foundation Stage or Out of School Care may also complain directly to Ofsted, whose contact details are available on request.

If the meeting does not bring about a resolution, the matter would be referred to the school's Conciliation Committee. It is their task to look at the issues in an impartial and confidential manner. The Committee Convener will invite you to a meeting. You will be asked if there are any papers you would like to have circulated beforehand. As with the Chairman's meeting, you will be invited to bring a friend with you.

We hope that we will be able to satisfy your concerns. If we do not, you may wish to seek independent legal advice. There are certain circumstances in which the Secretary of State has an interest, and you could contact him directly or through your lawyer or MP; he would then ask the Independent Schools Council to investigate, usually through the Independent Schools Inspectorate.

Boarders' Complaints

If a pupil or parent wishes to make a specific complaint about any aspect of boarding and chooses not to initially lodge such a complaint with the School, he/she may contact Ofsted, the address and contact details are:

OFSTED
3rd Floor
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 9QX

Tel: 08456404040

The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

A Word to Parents

We would want to encourage you to make every effort to work with the Faculty Staff. Please would you ensure that the homework set is completed within the time limits set above and that you have signed the Homework Diary at the end of each week.

If you do have any queries or concerns over your son's or daughter's homework, then please do not hesitate to contact the Head of Senior Department at the School, either by phone or note.

ST. JAMES' SCHOOL
LEAVE OF ABSENCE REQUEST

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

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: / /

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.