



St James the Less RC Primary School

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WELCOME TO ST JAMES THE LESS 2022 -2023

September 2022

Dear Parents and Carers

Now that all our new families have started it is time to send out some information. This letter is to provide everyone with some basic information and reminders about how our school operates and what everyone can do to help things run smoothly for our children and this community. For further information, please look at our school website which will also be updated this year.

Thank you – Gifts and Cards

Thank you to all families, past and present, for the beautiful gifts, cards and messages received by our staff before summer closure. We really appreciate you taking the time, especially given the difficulties with the current cost of living. Thank you!

Building Works

The building works to modernise the front entrance, improve security and improve provision in infant classes is well underway and expected to be completed around the end of September. This has been an ambitious project and, thanks to an extraordinary effort from the school staff and fabulous construction team (Winworths), our school was ready to open for pupils on 5th September.

Although building works during school operation is difficult, the long term-benefits will help us forget about this temporary inconvenience. Thank you all for your encouraging messages about the construction work and your adaptability to the many changes.

A great start to the year...

Thank you to all our families who have clearly done a great job in preparing children for school start school this September. Not only do they look great in their new uniforms but they have been well-prepared with the right words at home. The importance our families attach to their children's learning is palpable and we are grateful for this preparation. Thank you for your support.

Whilst we are on the subject of uniform, the governors have decided to make some adjustments to make it easier on home finances. We will reduce the amount of logoed uniform and broaden the number of suppliers who can both maintain the quality of logoed items and offer competitive pricing. We also have lots of pre-loved uniform that the PPTA (charitable arm of the school) will sell for a very small amount of money. Please contact us if you are struggling with any uniform or equipment.



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Curriculum Assemblies

Once per term, each class will provide a curriculum assembly. These are led by the children who will share the learning they have done over the past term. They usually take place after each half term and family members are invited to attend. We hope you can make them or send a family representative. Please follow Splashnews for further details.

Splashnews

Every few weeks we will send out a Splashnews document. This is our St James the Less newsletter and carries lots of important information such as dates of events and curriculum information. Please read these when they come home or are sent in email. Archives of Splashnews are kept on the school website but please let us know if you are unsure about anything.

School Day – Attendance times

All classes start at 8:35

LATE – children are late if they arrive after 8:45. The school has a statutory duty to ask why a child has arrived late, so please be patient with the office staff when they ask for this information. We do understand that there will be unavoidable instances that result in lateness. However, repeated lateness is always detrimental to children and school will need to investigate further.

COLLECTION time is **3:10** YR, Y1, Y2 and **3:15** for Y3, Y4, Y5, Y6

If you expect to be late, please ring our school office. There is an after-school club that can be used if you cannot make collection time. This is a charged provision.

Doors open	8:35 – All classes	Finish EYFS and KS1	3:10pm
Registration	8:45	Finish KS2	3:15pm

Late arrivals – Children arriving after registration closes will need to enter via the main entrance and signed in by the adult bringing them to school.

Absences

If your child is unwell and unable to attend school, we must have a reason for the absence before 9am. Absences reported after this time are recorded as unauthorised. We ask that if your child is unwell to leave a message via our voicemail service, please ensure details to your child's sickness absence is given i.e. temperature, vomiting, stomach bug etc. otherwise our office staff must ring for a detailed reason.

Medical appointments are asked to be made outside of school time, however, we are aware this isn't always possible. For those who need to take medical appointments during school time, we must ask to see appointment letters/texts. Office staff will ask to see these so we can authorise your child's absence with a Medical mark. If an appointment letter or text isn't provided your child will receive an unauthorised register mark.

Growing As One To Be Our Best

St James the Less RC Primary School

PALS – Breakfast and After School Club Timings

7:30am to 8:35am	PALS – Play and Learn Scheme
8:15 – 8:35am	PALS – Short session breakfast club (please note: the last admission is 8.25am)
3:10/3:15 – 5:45pm	PALS – After School Club

Please find the contact details below for After School Club & Breakfast Club. Should you have any queries, please contact the staff at PALS below:

Email: playandlearnscheme@gmail.com

Contact number (Mon-Fri 9am-3pm) - 07543734863

Holidays/Absences in term time

Please see the holiday list on our school website for details of school closure. As a rule, holidays in term time are NOT allowed and schools have a duty to ensure that children do not take holidays during term time unless 'exceptional circumstances' are outlined. Parents who ignore this may receive fines from the courts. Any holidays in term time must only be taken once a holiday request has been approved by the headteacher well in advance of the planned holiday. Please liaise closely with school if you have limited options and we promise to have a sympathetic ear to each individual circumstance. All applications should be forwarded to the headteacher via the school office

Class Dojo and Class Dojo Messaging System

Class Dojo

Our school continues to use Class Dojo to incentivise and reward children for their efforts. This is something that can link to your smartphone and provide you with real-time information about your child being awarded for their daily efforts and allow you to read messages sent by the teacher which may give reminders or some curriculum information. If you need login details, please contact your child's teacher.

Class Dojo Messaging System

There is a messaging system on Class Dojo that teachers and parents can use for quick exchanges. If you need to discuss something you must not use Class Dojo. There are too many occasions that parents react to something their child has said and then send long messages to school staff before any discussion. If you ever need to talk about something, please contact the school office (email or phone) to request a telephone or in person appointment. It is much better to talk about any concerns you may have. Class Dojo messaging is best used for things that do not require a response.

Physical Education

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Swimming and Skiing

In addition to regular PE we also have regular swimming and skiing with Key Stage 2 classes. Year 4 will be swimming all year, at St Peter's in Burnley, and Year 6, Year 5 and Year 3 will enjoy skiing sessions.

Mind and Body

Our school has a high focus on the well-being of all pupils and provides many activities indoors and outdoors. This is done in a variety of ways in each class on each day and is aimed at ensuring our children remain active throughout the school day whilst providing opportunities for calming.

Curriculum

Please refer to the curriculum letters that are sent out at the start of each term. These will provide you with some information about what takes place in each class. In addition to the letters please keep an eye on Class Dojo and Splashnews which will feature children involved in their activities.

School Staff

Class	Teacher	Learning Support		
Reception	Miss Merrifield	Mrs Wood/Miss Barnes	<i>Office administrator</i>	<i>Miss Heaton</i>
Year 1	Miss Hall	Miss Evans	<i>Office assistant</i>	<i>Mrs Shell</i>
Year 2	Miss Purtill	Miss Nicholls/Mrs Carter	<i>Site Supervisor</i>	<i>Mr Coleman</i>
Year 3	Mrs Dunn / Miss Dickinson	Mrs Fennell	<i>Acting Deputy</i>	<i>Miss Purtill</i>
Year 4	Miss Cleary	Mrs Duffy	<i>Headteacher</i>	<i>Mr G Hall</i>
Year 5	Mrs Farrell	Mrs Cordey / Miss Dawson		
Year 6	Miss Shaw	Mrs Krupinski		

General Information

Parking

Our school and St Mary's (next door) are situated on a road named Unity Way. This name was chosen by the people responsible for planning (in the late 1990's) with help from governors and the parish priest, Father Lupton. The name chosen was to remind everyone that there is unity with all users of the Unity Way. Please be mindful of this for all who use Unity Way, including local residents. We ask that you keep clear of zigzags, park with respect of local residents and try to walk whenever possible. Even a small journey on foot can make a big difference to safety and the quality of air around our schools.

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Toys and Games

Toys and games must not be brought into school unless the class teacher has requested children to do so. Even when requested, please do not send a child into school with expensive or significant items without adult controls

Medical Information

Should your child need to take medication during the course of the normal school day, then the relevant forms must be signed. These can be found on our school website under documents and policies. However, in some cases, it may not be possible for school to administer certain medicines but please check with us and we can advise. Please note: all medicines **especially Asthma inhalers and Epi Pens** expiry dates must be noted by the parent and it is parent's responsibility to ensure that these medicines are replaced in time with their expiry date.

Best wishes to everyone for a happy and successful academic year!

G Hall Headteacher

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