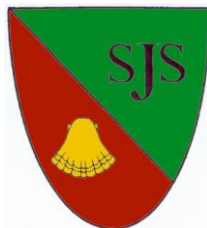




Care, Share, Respect

ST JAMES' CE JUNIOR SCHOOL INFORMATION BOOKLET



Information for Parents and Carers

Welcome to St James' CE Junior School.

We try to keep Parents and Carers informed at all times about school matters. Mrs Rushton is on the playground in the morning to pass on any messages to however if you need to discuss anything at greater length an appointment must be made through the office.

- **School Day**

On the first day of school, Wednesday 3rd September, all Year 3 pupils should be brought to the Children's Entrance (Adelaide Street) of school early at 8.30am where they will be met by their Class Teacher. They will then be taken to their new classroom and settled in before the rest of school arrives. From then on, they should come to school at around 8.30am and the bell goes at 8.45am for the start of lessons.

- **School Start & Finish times**

Start 8:45am

Finish 3:15pm

Pupil's entrance and exit is Adelaide Street.

Children can arrive at school from 8:30am where they can come straight on to the playground (they are not allowed to play on the play equipment) this will be unsupervised until the doors open at 8:35am. If Parent / Carers have any questions or need to pass on any messages Mrs Rushton & Mrs Watson will be on the playground, alternatively you can come to the Main Office to do so.

- **Absence**

If your child is going to be absent, please phone or email school before 9.00am otherwise we will call to find out the reason for the absence. If contact by telephone or email is not possible a note must be sent to school on the day of return explaining the absence.

- **Lunches**

Children can either bring a packed lunch or have a school dinner. We have a hot dinner option, vegetarian hot dinner option plus jacket potatoes and a deli bar to choose from. Please make sure that lunch boxes are named. Dinner Money should be paid before or on the day your child requires the meal and is **£13.50 per week (£2.70 per day)** on Arbor. We encourage water bottles in school and also have a 'healthy eating' approach to all aspects of school life.

- **Uniform**

We enclosed a uniform list within your Admission Pack, we do not expect parents to buy all items from Identity, as long as they are in keeping with the plain colours etc that is fine.

- **Valuables**

We ask that valuables should not be brought to school and any money given to the Class Teacher on arrival. (Money and valuables should not be left in school bags).

If your child does need to bring a Mobile Phone to school this must be left, for safe keeping, at the Main Office during the school day.

- **School Equipment**

Pencil case, pens, pencils, rulers etc. are all provided by school, your child does not need to bring anything.

- **Parents Evenings**

There are Parents Evenings during the Autumn and Spring Terms with Pupil Targets set, also an End of Year Report with Pupil Targets. **But otherwise if you have any concerns whatsoever please make an appointment to speak to the Class Teacher or telephone.** At the start of the new term in September school will be holding a **'Meet the Teacher Session'**.

- **After School Activity Clubs**

There are a number of free After School Activity Clubs but they do not start until a few weeks into the Autumn term. Letters will be sent home once these are arranged.

- **Breakfast Club**

We have 2 sessions for our Breakfast Club:

7.45am until 8.45am at a cost of £1.50

8.15 to 8.45am at a cost of 75p

The children will be offered toast or cereals with juice or milk. This must be paid for either daily or on a weekly basis on Arbor. Breakfast Club takes place in the school hall, children are to enter school through the Adelaide Street gate and come in the hall door.

- **After School Club**

We have 2 sessions for our After School Club:

3:15pm until 4:15pm at a cost of £2.50

3:15pm until 5:15pm at a cost of £5.00

There are no after school club sessions on a Friday.

The children will be offered a range of snacks with juice. This must be paid for either daily or on a weekly basis on Arbor. Parents are to collect their child from the main Blake Street entrance.

SCHOOL STAFF

Mrs Rushton (Head Teacher)

CLASSES

Miss Brough – Class 3B

Miss Bower – Class 4B

Mrs Stephens – Class 5ST

Mr Suligowski – Class 5S

Mrs Merritt – Class 6M

Miss Head – Class 6H

Mrs Porter – PPA Cover

Support Staff

Mrs Watson (HLTA & Mental Health Lead)

Mrs Almond (HLTA)

Miss Rushton (STA)

Mrs Millard (STA)

Miss Stephenson (STA)

Mr Mulholland (TA)

Mrs Deakin (TA)

Miss Lee (TA)

S.E.N.C.O. – Mrs Merritt

Office Staff

Mrs Newton (School Business Manager)

Midday Supervisors

Mrs Brayshaw - Senior Midday Supervisor

Cleaners

Mrs Newton

Mrs Barrow

Kitchen Staff

Mrs Barrow

Mrs Bennett

FREE SCHOOL MEALS AND FUNDING

At the moment the cost of living is hitting both families and school really hard and it is so important that we all work together to make sure that the children can access as many opportunities as possible.

We feel it is very important to ensure families get the funding due to them, so for example, everyone who is entitled to a **Free School Meal** currently receive supermarket vouchers during the school holidays.

A simple way to enquire about Free School Meals is to visit the website below:

<https://www.westmorlandandfurness.gov.uk/schools-and-education/free-school-meals-and-clothing-vouchers>

Free School Meals are available for children if you are receiving one of the following qualifying benefits but you must apply for Free School Meals in Year 3.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if your household income is less than £7,400 a year (after tax and not including any benefits you get) [From September this will change to anyone who receives Universal Credit.](#)

EXTRA FUNDING FOR SCHOOLS

Even if you do not wish to take advantage of the lunches, the Government now pays extra funding to schools (Pupil Premium) based on the number of children receiving Free School Meals. Extra money in school would go towards extra support for learning, more intervention groups and additional help for individual children.

Please consider applying to help us give your child the best education possible.