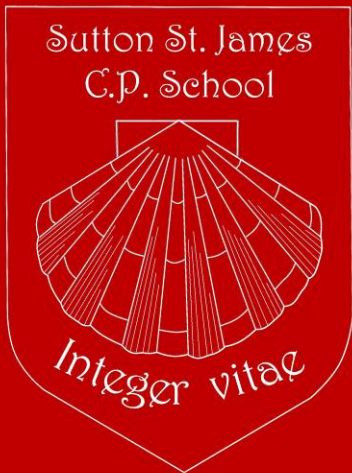


# 2016



# Sutton St. James

COMMUNITY PRIMARY SCHOOL

# Sutton St James Community Primary School

Bells Drove,  
Sutton St James,  
Spalding,  
Lincolnshire  
PE12 0JG

Email: [enquiries@sutton-st-james.lincs.sch.uk](mailto:enquiries@sutton-st-james.lincs.sch.uk)

Tel: 01945 440209

Website: [sutton-st-james.lincs.sch.uk](http://sutton-st-james.lincs.sch.uk)



## Welcome

Welcome to our school. Starting a new school raises many questions and we hope that you find this brochure useful in introducing you to the school and in helping with day to day matters.

We aim to work closely with parents and involve them directly in their children's learning through regular contact, open days and parents' evenings. If you have any other questions or concerns, please do not hesitate to come and ask for help...we all want your child to have a great learning experience that helps them to do as well as they can.

From questionnaires, we know that all of our children enjoy coming to school and the School Council help us to take a regular look at how children feel about their learning.

Please be assured that our open door policy will enable you to talk to us about any aspect of your child's development.



## **Welcome to our school.**

At Sutton St James Community Primary School we believe that a shared vision and ethos, with the whole community working together, will promote high standards and successful learning, helping everyone to achieve their full potential. We aim to provide a happy, safe and secure environment for the children that is welcoming and open to parents, carers and all members of our community.

We believe that our village primary school is central to ensuring that children understand the importance of contributing to their local community and to society in general, whilst learning in an environment where the school community, in turn, responds to the needs of every individual. We are ambitious for our children and we encourage them to develop into responsible members of the community through positive behaviour management and instilling the importance of respect for all.

We believe that in order to inspire our children the staff must be well trained, well equipped and motivated. It is our aim to ensure that all staff receive the training and support they need to develop their skills and knowledge in the ever changing world of education. By careful financial planning and focussed use of the school budget we ensure that our school premises are well equipped and resourced to fulfil the needs of the children.

Our Governing Body is composed of hard working and dedicated individuals who are able to draw on their various experiences to support and challenge the school, enabling it to continually improve and develop. The Governing Body provides the school with strategic direction ensuring its legal obligations are fulfilled and enabling the school to provide the best possible education for our children. All of our Governors and staff care passionately about the school and want the best outcomes for the children that it serves.

Mr Peter Horsfield  
Chair of Governors

## Our Vision

At Sutton St James Community Primary School we believe that a shared vision and ethos, and positive partnerships - with all children, staff, Governors, Parents/Carers and the wider community will lead to effective teaching, high standards and successful learning helping everyone to achieve their full potential.





## School Staff

### Headteacher

Miss Claire Willows

### Teachers

Mrs Sandra Horsfield  
Mr Jason Quant  
Miss Rebecca Griffin  
Miss Victoria Francis  
Miss Jamine Harvey  
Mr Marc Burchett  
Mr Chris Mooney

YR/1 Wrens  
Y2 Swallows  
Y3/4 Owls  
Y5/6 Herons  
ICT teacher from Enrich  
Sports Coach from Desire Sports  
Year 3/4 (NQT cover) and PP work

### Teaching Assistants

Mrs Tracey Pentney  
Mrs Joanne Gallinagh  
Mrs Anne Turner  
Mrs Lynne Folds  
Mrs Helen Moat  
Mrs Toni Cooke  
Mrs Nicola Vanschagen  
Mrs Adele Pool

### Special Educational Needs Coordinator

Mrs Dawn Howell

### Lead Behaviour Professional

Mr Rod Barnett

### Lunchtime Supervisors

Mrs Jane Spriggs  
Mrs Anne Turner  
Mrs Joanne Gallinagh  
Mrs Nicola Vanschagen  
Mrs Rachel Denham  
Mrs Rachael Gadsden

### Administration

Mrs Beverley Botting  
Mrs Rachael Gadsden

### Caretaker

Mr Colin Dodds

### Cleaners

Mrs Jane Spriggs  
Ms Sally Newton

# The Governing Body

## **Parent Representatives**

Mr Nathan Mastin - Vice Chairperson  
Mrs Tracey Norman  
Mr Jamie Redden

## **Staff Representatives**

Mrs Sandra Horsfield

## **LEA Representatives**

Mr Peter Horsfield - Chairperson

## **Community Governors**

Mrs Helen Lee  
Mrs Sally Clifton

## **Clerk to the Governors**

Mrs Jo Merrison, c/o Sutton St James C.P. School

### **Who are we?**

There are several categories of governor, appointed by different groups that have an interest in the school. The categories are Community, Local Authority, Parents, and Staff. All governors have equal status, regardless of how they are appointed.

### **What do we do?**

Our main role is set the **strategic direction** for the school.

We do this by:

- **approving policies and objectives**
- **approving the school budget**
- **monitoring and reviewing adherence to policies and progress against the school's budget and objectives**
- **appointing, supporting and challenging the Head Teacher**

The Governing Body meets regularly to review and monitor how the school is progressing towards its School Improvement Plan. The Governing Body delegates responsibilities to committees or working groups to look at particular issues (such as pay, performance management, buildings development).

We are committed to providing an excellent environment for all pupils to enjoy during their time at our school.

## Parents and School

We would encourage all parents to support the school in the high standards it seeks to achieve and we have a Home-School-Child Agreement, stating what the school will do, what we hope the family will try to do and how the children are encouraged to try their best in all aspect of school life. Copies are given to all families when their child starts school and it is expected that all parents will sign the agreement.

We have a strong Parent Teacher Association which organises events throughout the year to raise funds for additional resources for the school. We would encourage you to get involved and play a part in our school community by joining this group or offering your support at events.

We are always grateful of any offers from parents to assist in school with learning support such as cooking, art, listening to children read, testing their mental maths and swimming. If you feel you would like to help, please contact us.

## Admissions Policy

We would encourage any parents and children considering joining our school to come and have a look around the school. Please telephone to arrange an appointment.

Lincolnshire County Council is responsible for admissions to our school. Application forms are available online on the Lincolnshire County Council website along with details of the County Admissions



Please see the Admissions Policy

## Pre-School Play Group

Children are admitted to the Reception Class in the September following their 4th birthday. The school works very closely with Sutton St James Pre-School Play Group which operates Monday to Friday, Contact: 01945 440000



## The School Day

8.45am - 8.55am	Arrival
8.55am - 9.00am	Registration
10.30am - 10.45am	Morning Break
12.15pm - 1.10pm	Lunch Time
3.15pm	Finish of school day

At the start of the school day, children can access the playground through the side gate, which is opened and staffed from 8.45am. In bad weather, children may enter the school through the main entrance.

## Curriculum

The Foundation Stage is divided into a variety of areas for learning and development. We have an extensive Foundation Stage outdoor area that supports our activity based learning approach at this age. The children practise, build up ideas, and learn how to control themselves and understand the need for rules. They are presented with opportunities to think creatively alongside other children as well as independently. They communicate with others whilst doing all of this, helping them become active learners.



The school, alongside the majority of other schools, is required to follow the National Curriculum. The subjects that the children learn about are English and Maths which are taught daily in each class. Alongside this there is a daily programme to teach Phonics and Spelling. The curriculum for Science, History, Geography, Art, Design Technology and ICT is integrated and taught through topics. RE is taught weekly.

The skills of reading, writing and arithmetic are reinforced through topic work. Each class is taught PE and ICT by specialist teachers. French is taught in Key Stage 2. Children in Key Stages 1 and 2 are taught to evaluate their work against specific criteria, make improvements and be aware of their next steps in learning.

## Homework

As children progress through the school they will be asked to complete tasks at home. One of the key purposes of homework is to help develop effective partnerships with parents by involving them in their child's learning. Short activities of different kinds, spellings and number facts and reading together all provide a very important opportunity to practise key skills in a supportive environment. Homework also helps children to reinforce and consolidate school work whilst fostering their independence and responsibility for their own learning.

Please refer to our Homework Policy for further details.



## **School Terms and Holidays 2016/17**

### **TERM 1**

Monday 5th September 2016 – Friday 21st October 2016

### **TERM 2**

Tuesday 1st November 2016 – Tuesday 20<sup>th</sup> December 2016  
Bank Holidays: 26th & 27th December 2016 & 2nd January 2017

### **TERM 3**

Wednesday 4<sup>th</sup> January 2017 – Friday 10th February 2017

### **TERM 4**

Monday 20th February 2017 – Friday 31<sup>st</sup> March 2017  
Bank Holidays: 14th & 17th April 2017

### **TERM 5**

Tuesday 18th April 2017 – Friday 26<sup>th</sup> May 2017  
Bank Holidays: 1<sup>st</sup> & 29th May 2017

### **TERM 6**

Monday 5th June 2017 – Wednesday 19th July 2017

### **Training Days:**

1st and 2nd September 2016

31st October 2016

3<sup>rd</sup> January 2017

20<sup>th</sup> July 2017

## **School Terms and Holidays 2017/2018**

### **TERM 1**

Tuesday 5<sup>th</sup> September 2017 – Friday 20th October 2017

### **TERM 2**

Tuesday 31<sup>st</sup> October 2017 – Tuesday 19th December 2017  
Bank holidays: 25th & 26th December 2017 & 1st January 2018

### **TERM 3**

Wednesday 3<sup>rd</sup> January 2018 - Friday 9th February 2018

### **TERM 4**

Monday 19<sup>th</sup> February 2018 - Wednesday 28<sup>th</sup> March 2018  
Bank Holidays: 30<sup>th</sup> March & 2<sup>nd</sup> April 2018

### **TERM 5**

Monday 16th April 2018 - Friday 25th May 2018  
Bank Holidays: 7th & 28th May 2018

### **TERM 6**

Monday 4th June 2018 - Friday 20<sup>th</sup> July 2018

**Training Days:**

1st and 4th September 2017

30th October 2017

2<sup>nd</sup> January 2018

29<sup>th</sup> March 2018

**Attendance**

Regular attendance and punctuality are vital in order for children to reach their full potential. We aim to work with children and parents in promoting and celebrating good attendance and punctuality. We track attendance patterns closely and we promote good attendance through certificates and an attendance cup.

On the first day of absence, please phone or get a message into school to let us know why your child is unable to attend.

Days off for shopping, birthdays, etc are not allowed. The school has a zero holiday policy, which means that we will not authorise any absence to take a holiday.

Please try to make medical appointments for after school hours where possible. Failing that either an early or late appointment will mean your child does not need to miss a whole school day.

It is important that your child arrives at school and is collected from school on time. Children who arrive on time for school are more likely to be responsive and calm for the start of lessons. Children can worry about missing school as they know they will be missing important work.

Parents must inform staff if somebody different will be collecting their child from school at the end of the day. In order to keep your child safe we will not allow them to leave with a different person unless we have been informed.

## Medical Issues and Illnesses

We request that you notify us of any particular medical or allergies. In case of accident or illness, parents are asked to complete an emergency contact form and keep us up to date with any changes, in particular changes to mobile phone numbers. Parents will be contacted if a child is unwell and unable to continue at school, or when a child is injured and needs medical treatment.

If your child is ill, please keep him/her at home and telephone the school to notify us of their absence.

We are unable to administer medicines within school unless this is for on-going medical needs. If your child requires essential medication please speak to the Headteacher. Should you wish to administer medication to your child during the school day we will be happy for you to do so.

## Healthy Schools

Through PSHE lessons children receive a clear message of how to stay healthy, both through making a healthy balanced diet choice and through taking regular exercise.



Hot Lunches / Packed Lunches - We offer a nutritious hot meal every day, but if you choose for your child not to have a hot meal, they may bring a packed lunch. We ask parents to please ensure that packed lunches are a balanced meal. Drinks (no fizzy drinks) can be brought in non-breakable containers but not cans or glass bottles, for safety reasons. Healthy Break-time snacks (Pieces of fruit or vegetable only) should be brought in a separate container from lunch.

Free School Meals: Your child might 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

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

The school receives additional funding for every child in receipt of Free School Meals in the form of Pupil Premium. Please contact the school office and complete a simple form to see whether your child qualifies for free school meals.

## Lunchtime and After School Clubs

We run a series of clubs at lunchtime and after school. A letter showing the latest term's clubs is available from the school office. Recent clubs have been:

Gym, Football, Art, Netball, Spanish, Choir, Chess, Cooking and Gardening.

## School Council and JRSO

We encourage independence, responsibility and community spirit. Each class elects members to represent their views on the School Council. The School Council's role is to provide the children with an opportunity to have an input into how the school is run and to fundraise and organise events for all the children of the school.

As the children progress through the school, they are rewarded with additional responsibilities, such as becoming Junior Road Safety Officers, Librarians and Playground Leaders.



## Personal Possessions

Pupils are responsible for the security of their personal possessions. Please make sure that all clothing and personal property is named. A lost property box is situated in one of the corridors.

Children may wear a wrist watch and small plain studs in pierced ears. In the interest of safety, no other jewellery is permitted. No other type of piercing should be worn in school. All earrings are to be removed for sporting activities. It is suggested that earrings are left at home on PE and swimming days. The school cannot accept any responsibility for lost or damaged property.



## **UNIFORM**

The school uniform has been selected to be smart, simple and inexpensive. The School's P.T.A. organises the sale of uniform or it can be purchased from supermarkets, such as Tesco and Asda, without a school logo on it.

### **GIRLS**

Grey skirt/pinafore dress/tights/trousers,

Red cardigan, jumper or sweatshirt,

White blouse/white polo shirt,

Black shoes.

Summer: If preferred, red gingham check dress and white socks.

### **BOYS**

Grey trousers,

Red jumper or sweatshirt,

White shirt/white polo shirt,

Black shoes.

Summer: If preferred grey shorts.

### **P.E. KIT**

#### **Wrens and Swallows:**

A separate T-shirt (in the house colour) and black shorts are needed in a drawstring bag.

Plimsolls for outdoor games. Black jogging bottoms and a red rugby shirt are an option for the colder months.

#### **Owls and Herons:**

A separate T-shirt (in the house colour) and black shorts are needed in a drawstring bag.

Plimsolls, trainers (outdoor use), football boots, shin pads, long socks for outdoor games lessons.

Black jogging bottoms and a red rugby shirt are an option for the colder months.

NB: PLEASE NAME ALL CLOTHING

## **Safeguarding, Care and Behaviour**

All staff exercise a duty of care to the children. We have strict Safeguarding practices with regard to recruitment of staff and when dealing with any child protection issue. For all child protection procedures please refer to our Safeguarding Policy that can be found on our website.

The school aims to encourage children to develop self discipline in their work and behaviour and to accept responsibility for their own actions. Within an orderly, relaxed and friendly atmosphere, learning will take place more effectively. We believe in a positive approach, encouraging good behaviour and attitudes by rewarding and praising wherever possible. Behavioural expectations are made clear to everyone in school and applied consistently by all staff.

Children displaying inappropriate behaviour are given the opportunity to modify their behaviour and learn from their mistakes.

We do not have school rules but we operate a 'Rights and Responsibilities' ethos where all children know what their rights are in school and what their responsibilities are – making clear the expectations for behaviour.

### **My Rights**

- To feel safe
- To learn

- To be happy
- To be spoken to in a nice polite way
- To have my property looked after
- To be told the truth
- To be told sorry
- To be listened to without interruption
- To work in a tidy and interesting classroom

### **My Responsibilities**

- To make sure everyone else feels safe
- To make sure everyone else can learn
- To make sure everyone else is happy
- To speak to others in a friendly respectful and polite way
- To look after each other's property
- To tell the truth
- To say sorry when things have gone wrong
- To listen to each other without interrupting
- To keep the classroom clean and tidy

Our full Behaviour Policy can be found on our website.

E-safety – All members of the school community, including children, parents, staff and governors are required to sign an Acceptable Use Policy before accessing any school computer systems, including the Internet. Our ICT curriculum includes lessons on e-safety.

### **Special Education Needs**

The school aims to enable all children to reach their full potential. Sometimes a child may have some kind of special educational need. The class teacher is responsible for monitoring all children in the class and would identify any special educational need that a child may have. They would liaise with the SENDCO to take action to support specific needs of individual children. Extra resources, earmarked within our budget, are used to meet the needs of children with special educational needs and disabilities.

In some cases, children's special needs or disabilities will be prolonged and more complex and will require the advice of a variety of professionals: the Learning Support Service, the Educational Psychology Service, the Health Service, Social Care etc.

Parents will be informed and involved if their child is identified as having any special educational need.

### **Childcare**

The Family Information Service (FIS) is a FREE service which can offer advice on a wide range of issues including:

- Help finding and choosing childcare
- Information on financial help available for families with childcare, including tax credits, benefits and nursery education grant
- Information for families, childcare providers, job enquirers, and professionals
- Useful links and organisations
- Details of a range of children's activities
- A range of leaflets and guides offering information and advice

- Support for families of children with disabilities and specific needs
- Job vacancies and training to support choosing childcare as a career

To access this service please check out the website at <https://www.lincolnshire.gov.uk/parents/family-support/family-information-service/> or by calling 0800 195 1635 Monday to Friday 8am - 6pm.

## **Collaboration**

Our school is part of a Collaborative Partnership with six other local schools and we enjoy close links with a number of local secondary schools, providing useful links for staff development and a range of enrichment opportunities across the curriculum throughout the year.

## **Secondary Education**

Our pupils go on, at eleven years, to attend one of the following secondary schools:

- Spalding High School (girls)
- Spalding Grammar School (boys)
- University Academy Holbeach
- Peele School, Long Sutton
- Sir John Gleed School, Spalding

The 11plus system still operates in Lincolnshire and some children may elect to undertake the 11 plus selection process.

Children will take 2 practice tests in school before taking the 2 selection tests. Only the children who wish to try for a place at these schools will take the tests.

## **Complaints Procedure**

If you are unhappy with any aspect of your child's education please raise them in the first instance with your child's teacher as soon as possible. If this does not resolve the issue please make an appointment to speak to the Headteacher. Hopefully matters will be resolved quickly however if you are unhappy with the response that you get from the Headteacher then you may write to the Chair of the Governing Body.

Please see the complaints policy on the school website for further information.

## **Ofsted Report**

The school's latest Ofsted reports can be found on our school website or on the Ofsted website.