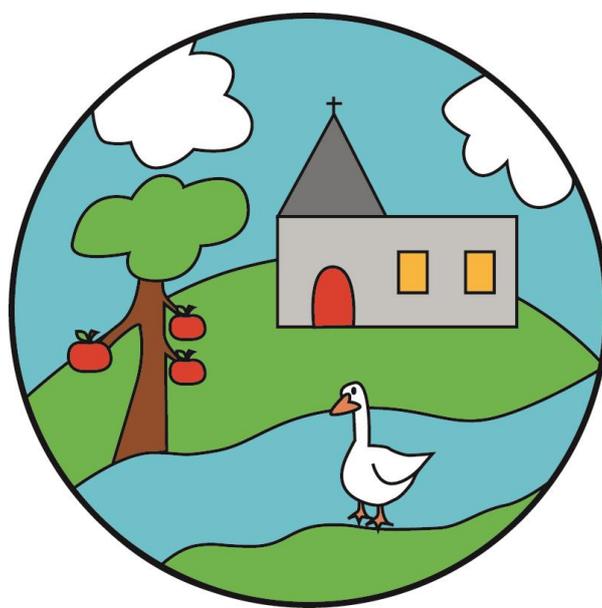


St James' C.E Primary School

with Chuckleberries Pre School



Coldwaltham



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SCHOOL INFORMATION

St James' CE Primary School

Church Lane
Coldwaltham
Pulborough
West Sussex.
RH20 1LW

Telephone: 01798 872196

e-mail the office: office@st-james-coldwaltham.w-sussex.sch.uk

or the head: head@st-james-coldwaltham.w-sussex.sch.uk

Co-Chairs of Governors: Mrs Mary Wratten and Mrs Annie Hewitt

Headteacher: Mr Jon Gilbert

Age Range: 4 to 11 years.

Local Education Authority contact address:

Education Office (South)
Centenary House
Durrington Lane
Worthing
West Sussex BN13 2QB
Tel: (01903) 839222



ABOUT ST JAMES'

Our School

St James' CE Primary School was founded in 1848 and remains today a small, happy and lively place with a homely feel. It is set in spacious grounds in the village of Coldwaltham, which provides a safe, attractive and stimulating learning environment.

The school is very well resourced and facilities include 4 large and bright classrooms, a library, the main school hall and outdoor learning spaces. The school hall provides room for whole school assemblies, dance, drama, PE and hot school lunches which are served from an adjacent kitchen.

Outside, there is a large hard-surfaced playing area, superb playing fields, a climbing frame and a Forest School area. We are fortunate in having the use of further areas of woodland within just a short walk of the school which we also use for Forest School. There is a garden/potting shed and an allotment for growing fruit and vegetables.

Admissions

Parents and children are encouraged to visit St James' CE Primary School prior to admission. It is recommended that parents register their child at school before the child's fourth birthday.

Children are admitted on a full time basis each September though we fully appreciate that some younger children will still want to start on a part-time basis. The legal requirement is that children must attend school in the term after their fifth birthday.

The Headteacher will use his discretion as to the proportion of time spent in school to begin with and flexible attendance can be arranged. Before starting the children have the opportunity to integrate in the classroom and to meet their new teacher. Parents have an opportunity to ask questions or to discuss their concerns with the teacher and the Headteacher.

Class Organisation

St James' CE Primary School is currently organised into 3 classes as follows:

Ash Class	Year R and 1
Elm Class	Years 2, 3 and 4
Yew Class	Years 5 and 6

As in most smaller rural schools where the intake number is not large enough to support discreet year groups, every child will at some point need to spend more than one year in the same registration group. Rather than taking the easy option of drawing lines by age alone, we give a great deal of thought to the individual in terms of attainment, pupil, confidence, friendship groups and social and emotional development. We always base our judgements on what would be best for the child. Children benefit from our ability to shift the dynamics of a class and to tailor their education to best fit their individual needs. While it is inevitable that numbers in some classes might be higher, children are often grouped and taught in much smaller groups. Teaching Assistants play a very important part in the school and the children benefit greatly from the presence of additional adults in class. Parents are welcome to help within the classroom and their help and expertise are highly valued.

Chuckleberries Pre School

Chuckleberries operate as a Parent Committee managed Not-for-Profit organisation offering sessional care for children aged 2 to 5 years. They are open Monday to Friday between 8 am and 3pm dependant upon the number of children attending, and for 48 weeks of the year. All sessions include a break for packed lunch and as much outdoor time as possible.

Chuckleberries' ethos is to provide a cheerful and welcoming, club-style learning environment for children aged 2 up to 5 years old, where every day is a fun experience for the children and every day becomes an "I want to go to Chuckleberries" day.

Our Staff

Mr J Gilbert	Head Teacher
Mrs K Saunders	Senior Teacher / Yew Class Teacher
Mrs E Hall	Elm Class Teacher (Thu-Fri)
Mrs N Leggatt	Elm Class Teacher (Mon-Wed)
Miss E Barnes	Ash Class Teacher
Mrs J Edwards	SENDCo
Mrs A Carter	Learning Support Assistant / Midday Meals Supervisor
Mrs S North	Classroom Assistant / Midday Meals Supervisor
Mrs J Rigby	Learning Support Assistant / Midday Meals Supervisor
Mrs S Skirrow	Learning Support Assistant / Midday Meals Supervisor
Mrs T Casebow	Learning Support Assistant / Midday Meals Supervisor
Mrs N Kirby	Business Manager
Mrs A Lewis	School Secretary
Mr J Thatcher	Caretaker

Our Governors

Mrs M Wratten	Co-Chair of Governors
Mrs A Hewitt	Co-Chair of Governors
Mr J Evans	LA Governor and Vice Chair
Rev'd P Mallinson	Foundation Governor
Mrs K Saunders	Staff Governor
Mrs K Watson	Co-opted Governor
Mrs B Kay	Co-opted Governor
Mr D Nelson	Parent Governor
Mrs S Cleaver	Parent Governor
Mrs L Taylor-Stoakes	Clerk to the Governing Body

Chuckleberries Pre School

Mrs J Kent	Supervisor
Miss N Duquenoy	Deputy Supervisor and SENDCo
Miss A Southin	Assistant

Term Dates

You will receive term dates as part of the fortnightly school letter within the first two weeks of school each term detailing as far as possible all events that have been organised. We hope this is useful and helps you keep track of what is going on. There is also all of the school term dates for future terms so that holidays can be booked in advance, wherever possible, during school holidays.

Hours of the School Day

Breakfast Club	8.00 a.m.
School begins	8.45 a.m.
Morning playtime	10.30 a.m. - 10.45 a.m.
Lunch time	12.00 noon - 1.00 p.m.
School finishes	3.20 p.m.

Start of the School Day

Staff arrive early to prepare for the school day but children are not supervised on the playground until 8.35 a.m. Breakfast club is available from 8.00 a.m. to all children and these must be booked in advance. School begins at 8.45 a.m. If you are late for school, i.e. after 8.45 a.m., please bring your child in via the office and register them in our 'late book'.

End of the School Day

Children will be brought to meet you on the playground. In order to safeguard your child we need to be informed in writing in our 'going home book' if you make alternative arrangements to have your child met from school by somebody else.

School Lunches

All children in Reception, Year 1 and Year 2 are provided with free school meals in line with government guidelines. Unless you advise us otherwise, your child will automatically receive a school meal each day. The school needs to know if your child will not be taking up the offer of a school lunch as it is charged for these. Should you prefer your child to have a packed lunch we do encourage all parents to provide healthy lunches; sweets and fizzy drinks are not allowed. The children store their lunch boxes in their classrooms at the start of the day and collect them at lunchtime. The children eat lunch at tables in the hall and are supervised throughout the lunch break by mid-day meals supervisors. NB: We are a 'nut free' school due to the fact that we have children with nut allergies attending school.

Mid-Morning Fruit

A free piece of fruit or veg is provided daily for our Key Stage 1 children at mid-morning break as part of our Healthy Eating Scheme.

Water Bottles

Your child should bring a named water bottle into school every day as they are encouraged to drink water throughout the day.

Uniform

You will find attached an order form for school uniform, which can be sent direct to our uniform suppliers, Tec Clothing. You can also order online or by telephone (see form for contact and ordering details). The uniform requirement is as follows:

Girls

Winter Grey skirt/pinafore or trousers, white polo shirt and maroon sweatshirt or cardigan both with school logo on, white socks or black/grey tights and suitable dark school shoes. Sling backs, open toes, heels, boots and trainers are not permitted.

Summer as above or red gingham dresses.

Boys

Winter Grey trousers/shorts, white polo shirt and maroon sweatshirt both with the school logo on, grey socks and suitable black school shoes. Trainers and boots are not permitted.

Summer same as for winter.

Children should wear a warm coat in the winter and bring a waterproof coat during the summer.

PE/Games Boys and girls should wear white T shirt (with school logo), black shorts and plimsolls. Tracksuits may be worn in winter. PE kits are usually brought into school at the beginning of each half term and left at school unless we feel that they need an interim wash!

Parents are asked to ensure that all clothing is clearly marked with your child's name.

Sickness

If your child is unwell and not able to attend school then please let us know by 9.30am via phone or email. We will routinely phone if we receive no message as it is a legal requirement that a reason for absence is recorded in our registers.

Request for Absence and Holidays

All requests for absence must be made in advance, in writing, to the head teacher; holidays are not permitted during term time. Head Teachers may not grant any leave of absence during term time unless they are satisfied there are exceptional circumstances that warrant the request. Exceptional circumstances are not: relatives coming to visit, cheaper holidays in England and abroad, family day trips, visiting family/friends who have different holiday dates.

If a request is not authorised and there are 10 or more unauthorised sessions (there are 2 sessions in each day – morning and afternoon) in a ten week period then you may be subject to the issue of a Fixed Penalty Notice by the Education Welfare service. Persistent late arrival at school after the register is taken is also recorded as unauthorised absence. A Fixed Penalty Notice costs £60 if paid within 21 days and then £120 if paid after that. Failure to pay will result in a possible £1000 fine per parent issued through the Magistrates Court.

Parking and Travel Plan

- It is essential that everyone follows the guidelines in order to keep our children safe.
- You may only park on the left hand side of Arun Vale as you enter the road.
- You may not park near the junction. Parking on a junction is an offence and makes the road conditions unsafe for other parents.
- You may not park in private roads that lead off Arun Vale.
- Parking is available in Sandham Hall on school days only for drop off and collection – not evenings or weekends
- Please keep to the Church side of the lane when walking the children up and down to the school.
- Keeping control of your children is your responsibility and we do advise great caution when crossing the A29 and also when walking up or down Church Lane.
- Parents are not permitted to drive down Church Lane to drop off or pick up children.
- A School Crossing Patrol is in attendance morning and afternoon to help you cross the A29 and although she does a wonderful job it is not her responsibility to supervise children when crossing the road. In order to help her and to keep your children safe please:
 - Cross quickly
 - Keep your children under control
 - Do not linger at the end of the lane and especially not in and around the entrance as it is very dangerous for any cars turning into the lane from the A29.
- As part of our Travel Plan we do ask that you consider car sharing options if you cannot walk to school in order to minimise congestion on our roads.

Home School Agreement

This is a document required by law and outlines the responsibilities of the school, parents and pupils. You, your children and the Headteacher are asked to sign this on entry to school.

Reporting to Parents

We operate an 'open door' policy at our school which means that if you have any questions or concerns about your child you are welcome to see the staff at the end of the day without making an appointment. We also hold parents evenings in the Autumn and Spring terms and send home reports on progress at the end of the Summer term.

Security

Security is of paramount importance and we ask all parents to ensure they follow school procedures in order for us to keep the children in our care safe.

Medicines

The school has a 'Medicines in School' policy which you can view on our website. Please ask if you are unsure of our policy and please do not send children to school when they are unwell or within 48 hours if there is vomiting or diarrhoea. If your child requires regular medication i.e. an asthma inhaler/Epi pen please fill in the attached form and return it along with the medicine to the school office (two named inhalers or Epi Pens are required to stay in school at all times).

Safeguarding

St James' CE Primary School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to.

All staff and visitors must satisfy our rigorous safeguarding procedures prior to working or volunteering to work within our school.

Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated in line with guidance.

In line with legal requirements the school has designated persons - in our case the Headteacher and Senior Headteacher -, who must be notified of any cases of suspected child abuse. It is the duty of the designated person to follow up and report cases of alleged abuse to the Social Services Department and to take further action in accordance with the Area Child Protection Committee Procedures.

The designated senior member of staff for safeguarding in this school is:

Mr Jon Gilbert,

and in his absence/to assist:

Mrs Kat Saunders.

Legislation relating to safeguarding:

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework Act 1998

Keeping Children Safe in Education, September 2016

Additional Information:

Transfer

Most children transfer to The Weald or Midhurst Rother College at the end of Year 6. There is close liaison with both schools and the children meet key staff and visit the schools prior to their admission. The Principal welcomes visits from prospective parents to view the continuity and progression of their child's education. Special open days and evenings are also arranged for prospective children and their parents. We also liaise with other schools if parents make different choices.

Will there be any added expenses?

Visits, visitors and events are used in school to enrich the children's educational experiences. We do ask parents for a voluntary contribution towards the cost of these which we would otherwise be unable to offer. However it is usually possible to find emergency funds in order to ensure that no child is excluded from an activity through financial hardship.

Parent Involvement

We are delighted when parents offer to join in school activities. Currently parents help with reading, forest schools and other practical activities in the classroom or outside. We are pleased to accept offers of help and look forward to hearing what skills you would like to share with the children.

Friends of St James

The Friends of St James (FoSJ) are a thriving parent organisation who organise events to raise money for the school. The Friends will let you know about events they are organising during the term and also let you know when meetings have been organised so that you can come along and get involved.

Dogs

Dogs are not permitted on school property at any time.

Vision and Aims

Educational success through dedication, care and attention.

The Governors and staff in conjunction with Amberley School have defined the ongoing vision into key areas:

- A very strong partnership between families and schools.
- Excellent social and emotional support for all children and their parents / carers.
- High quality and level of support for the most and least able children where appropriate.
- A creative, rich and stimulating environment with a wide curriculum to motivate and engage all children.
- High expectations of all children in all subjects to achieve their personal best.

Teaching and Learning

At our school each class contains 2 or 3 year groups and parents often ask how teaching and learning is organised across the curriculum in this particular situation.

The school's approach to teaching and learning is based on the following principles:

- Teaching within the classroom is varied in organisation with a mixture of individual, group, pairs, interest/friendship groups, year groups and whole class teaching.
- Groups are usually of mixed ability.

Typically a lesson may begin with a whole class session to introduce the subject or concept. Children will be given specific questions at different levels to encourage and confirm understanding, allowing the teacher to have an overview of the class as a whole.

Following this and depending on the nature of the task, the class may split into groups, often under the direction of the teacher and or teaching assistant. This ensures that pupils are closely guided and supported in their learning.

The lesson may end with the whole class sharing their work together and key learning intentions being reinforced.

Reception children have support from teaching assistants and extensive indoor and outdoor play facilities so that they can choose activities that are planned to extend their learning experiences. They follow the Foundation Stage Curriculum.

Teaching Methods:

- Direct and indirect teaching
- Discussion/listening to children's responses
- Finding out/discovery/first hand/investigation
- Demonstration by the teacher
- Open and closed questions and questioning techniques
- The value of play particularly in the Early Years is recognised
- Teaching assistants work with individual children or in groups
- Volunteer helpers are welcome in the school

Code of Conduct

Look after school equipment, buildings and grounds

Are polite, helpful and kind to each other and to visitors

Listen carefully to everyone and follow instructions

Tell the truth



Try to always do our best

Work quietly when asked

Keep our hands and feet to ourselves

Are responsible for our own actions and belongings

Move safely around the school

Treat others as we would like to be treated

Always try to do the right thing

Curriculum

The school provides a broad and balanced curriculum which promotes the intellectual, physical, social, emotional and spiritual development of every child. The New National Curriculum prescribes that the following subjects are taught:

- English – reading and writing, spelling, punctuation and grammar
- Maths
- Computing
- Science
- Religious Education
- Art and Design
- Physical Education (P.E.)
- History
- Geography
- Music – West Sussex Music Service teach a musical instrument to Years 2-6 as part of the curriculum
- A Modern Foreign Language – at St James' children from Year 2 - Year 6 are taught French by a specialist French teacher

The school promotes the philosophy that children learn best by doing, hence many 'first hand' learning experiences are provided at every opportunity. This involves practical investigations to solve problems as well as visits to places of interest and experts visiting the children at school.

Because the children are taught in mixed age classes, topics are taught in a two year cycle. Individual needs are expertly catered for by carefully differentiated learning tasks. The children experience a range of learning activities, working individually, in mixed ability groups, mixed age groups and whole class groups, dependent on the activity.

St James' unique collaboration with Amberley First School allows the two schools to mix together for joint activity days. The children have enjoyed combined art, sports, cultural, writing and maths days. The two schools share resources and staff expertise and work and plan together to provide exciting and engaging learning experiences.

Religious Education

As a Church Controlled School, St James' teaches Religious Education in accordance with the West Sussex Agreed Guidelines for Religious Education. Children learn about Christianity and other faiths during their RE lessons.

Every day there is an act of collective worship where Christian and Community Values are illustrated through story and drama. The children will sing a hymn, pray and have the opportunity to reflect. The children walk to St Giles' church once every week for a simple church service. Parents are invited to share in worship through class assemblies where work is shared and achievements celebrated; these are always joyous occasions.

Computing

Each class has a set of computers and there is also a trolley of laptops which rotate between the classes, enabling the children to access computers individually. St James' has also invested in Learn Pad technology and has a class set of tablets which the children use to supplement their learning.

Homework

Children are given homework on a weekly basis. The homework is usually set to reinforce learning that has already taken place in the classroom. Parents are asked to support the children with their homework as the learning journey is very much seen as a partnership between school and home. More details about homework can be found in the Homework Policy on the school website.

