ST. JAMES' C.E. PRIMARY SCHOOL, COLDWALTHAM
with Chuckleberries Pre School

Tel: 01798 872196
Fax: 01798 875532
Email: office@coldwalthamschool.com
www.st-james-coldwaltham.w-sussex.sch.uk
Executive Headteacher: Mrs Lizzie Martin
Operations Director: Mrs Nicky Kirby
Inclusion Manager: Mrs Jo Eyre

Enabling every child to thrive and succeed

8th September 2025

Dear Parents/Carers,

Welcome back to the start of a new academic year to all our school community! I truly hope that you all had a wonderful summer, filled with family, friends and fun. It was lovely to be able to switch off and relax properly for the six weeks, especially with the rather beautiful weather we had.

As the summer days begin to fade and the season of mists and mellow frutifulness begins to emerge, I would like to welcome everyone back to school and say how much I am looking forward to working with you all again. We are incredibly blessed to have such a fantastic community of parents/carers and please do know how appreciated you are.

Staff News
We are delighted to welcome two new members of staff to St. James this academic year. Mr. Archie Lewis is our new Penguins/Rhinos (EYFS/1/2) teacher and has already established a calm and strong presence within the school and in the classroom.

We also are welcoming Miss Theresa Hunt as a new member of support staff; as with all our support staff, Miss Hunt will work across the school in all classes.

We wish them well as they start their jourey with us and look forward to working with them.

Communication
Communication between parents/carers and school is vital to ensure that we are providing the best possible experience for your children within school. The following methods of communication will support you to know who to contact for different matters.

Data Checks – Start of School Year
Schools are required to collect essential information to help keep your child safe in school and to know how to contact you, should the need arise. Please can I ask you to fill the following Data Check form in:
https://docs.google.com/forms/d/e/1FAIpQLSfiq6ex-rLBAy3egg60yHMlczkvqzzM_TSTR1QZvurj5kfUfg/viewform?usp=header

by **Friday 12th September.** These are vital for the safeguarding of your child in school. Please be reassured that these details remain confidential to the school and are not shared with other agencies without permission.

Adminstration and Day-to-Day Details - First Point of Contact
For all enquiries regarding administration and day-to-day details, such as school lunches, uniform, medical appointments, etc., the first point of contact is the School Office where Mrs Lewis and Mrs Besant will answer any questions or queries you may have. You are able to contact the office via phone on **01798 872196** or via email on office@coldwalthamschool.com

Reporting Absence
If your child is unwell and will not be in school, please ring the School Office on **01798 872196.** ***It is important that you call the School Office and leave a message or speak to a member of the office team – please do not email absence in as it is possible for the email to go into the Spam/Junk folder.*** If your child will be absent for more than one day, parents/carers should call each day of the absence to ensure the school is aware.

If your child is absent from school due to vomiting and/or diarrhoea, they are required to stay absent for ***48 hours from the last bout of vomiting/diarrhoea.*** We respectfully ask that that they are not sent back earlier than this as it increases the possibility of any illness spreading to both other children and staff. Thank you for your cooperation with this.

Classroom Questions and Concerns – First Point of Contact
The first point of contact for parents/carers regarding any questions or concerns about anything classroom-related is your child's class teacher. You are able to contact the teacher either via ClassDojo or the class email address. Class email addresses will be confirmed with you by class teachers on their Curriculum Overviews which will be available at the start of next week.

Class teachers are on the playground at the end of a day should you have a non-urgent question or concern that can be managed quickly; if your matter will require a lengthier response, please email or message for a meeting as, very often, teachers have commitments following a school day which mean they may not be available at that point.

I am very much looking forward to the coming school year – I am entering into my fifth year of being Executive Headteacher over St. James and Amberley and this is the first year that we have had no OFSTED or SIAMS inspections imminent. I am really looking forward to being able to lead and develop the schools further without looming scrutiny! Thank you for the support that you have shown for me during the past four years; it is truly valued.

Thank you for your continued support of the school and here's to a successful, safe and happy year!

Kindest regards,

Mrs Lizzie Martin
Executive Headteacher Arun Villages Federation Amberley CE Primary School and St James' CE Primary School, Coldwaltham