



# St James' Catholic Primary School Brochure 2023/2024



[www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

01695 728989 Ashurst Road, Skelmersdale, WN8 6TN



## St. James'- where we belong, believe and achieve.

**Belong-** At St. James', we are one big, happy family, together, with Jesus. We are a place of love and acceptance. We are proud of being an integral part of our local community and wider world. Through a range of enriching experiences and with strong values instilled, we are able to grow personally, developing a deep-rooted sense of belonging.

**Believe-** Everyday, we follow in Jesus' footsteps and have faith in God who loves us. We show this by treating everyone with warmth, love, tolerance and respect. We offer forgiveness freely and learn from our mistakes. We also believe in ourselves, allowing us to develop our God given talents.

**Achieve-** Through our high quality bespoke curriculum, we show perseverance, creativity, skill and resilience. We are given every opportunity to achieve our goals and meet our full potential with love, guidance and support.

### Belong-

- We welcome everyone into our joyous, school family, from the local and wider community and treat each other with love, care and respect.
- We join with our local parish throughout the year, looking for ways to serve each other and understand our role in the wider world.
- We serve our community by supporting local and worldwide charities, helping to care for others in need.
- We want everyone to feel valued. Staff prioritise our health, well-being and self-care and we develop a good sense of self-esteem and self-worth.
- Our school is a safe and nurturing place, where we develop the confidence to be our own person; we embrace individuality and diversity.
- Relationships are key. We make strong connections and friendships with each other which grow beyond the primary years; we will always belong to the loving family of St. James'
- Teachers facilitate new and engaging experiences, which broaden horizons and raise aspirations.

### Believe-

- We believe in Jesus who loves us and recognise, we are all made in God's image.
- Our personal relationships with God, are given space to grow and develop in their own special way.
- Our relationships with others in our school family and community grow, by living out our gospel values of: *Love, Integrity, Compassion, Justice, Forgiveness, Tolerance and Peace.*
- Through this trust in God, and encouragement from staff, our self-belief develops; our curiosity is nurtured which in turn helps our confidence grow.
- Our curriculum, enables our children to acquire an excellent religious education through thoughtful times of prayer and liturgy, underpinned by our Catholic teachings.
- We give space for all, to celebrate their gifts and talents, believing that together we are part of one body.
- We look to our role model Jesus and then follow his example in how we treat each other on a daily basis.

## Achieve-

- We encourage and equip our children with skills to become life-long independent learners in a safe, secure and happy environment.
- As teachers and staff, we are inspirational and creative so that every child's achievements are recognised and celebrated.
- Communication with parents is our key to success. We have an open door policy and all stakeholders are valued.
- We create space for children to ask questions and they know these are valued. A space to have a try at everything and recognise there is always a chance to 'have another go'; we learn from our mistakes and move on from these.
- We enjoy finding the awe and wonder in new learning, broadening horizons and developing a wider understanding of the world.
- At St. James, we have fun and laughter in our learning. We want everyone to feel the happy and warm atmosphere when they step through the gates of St. James' Catholic Primary School.

# A warm welcome to 'your' school

ST. JAMES' CATHOLIC PRIMARY SCHOOL

Head Teacher: Mrs A. Blacoe  
Tel/Fax: 01695 728989

ASHURST ROAD, ASHURST,  
SKELMERSDALE. WN8 6TN.



Dear Prospective Parents/Carers,

Welcome to St. James' Catholic primary School. We are a school who prides itself on our strong links with families, governors and the local community; working together to provide a first class education for all. We are extremely proud of our bespoke, knowledge-based curriculum which allows all children to flourish, reach and even exceed their full potential. Our curriculum is designed to allow learning to 'stick' across the primary years and beyond. Please explore our class and subject leader pages on our school's website to gain an overview of the exciting and engaging learning opportunities which take place daily - there is always a real 'buzz' here. As part of our bespoke curriculum, children at St. James' will have the opportunity to: learn an instrument; they will be taught by qualified sports coaches; and will experience many enriching trips and residential visits across the years.

I am very privileged to be headteacher of such a warm, happy, inclusive and forward thinking school where children are at the heart of all we do. We don't know what jobs our children will do in the future, in fact, they may not even exist yet. However, at St. James' we strive to challenge and equip our pupils with: knowledge, resilience, empathy, perseverance and confidence so they have high aspirations, a strong character and the ability to conquer their dreams!

Not only do the children succeed academically but their personal development is second to none. They are taught vital skills which promote a strong sense of self-worth, tolerance, mutual respect and appreciation for others.

It's difficult to put into words the uniqueness of our ambitious, caring and thriving school. I am sure you will take in this atmosphere on your visit.

We offer both Breakfast Club and After School Club Childcare provision. Children can be dropped off from 7:45am (from 3 years old) to attend our daily Breakfast Club and our After School Zone provides care up to 6:00pm - Monday to Thursday (charges apply contact the office for details). We are a cashless school which makes paying for provision simple. In addition to this, staff run extra- curricular activities across the year including various sports clubs.

It is our aim that home and school work in partnership for the benefit of your child. We value the contributions families make to this unique partnership. We like to stay in touch with you and that includes: sending home letters, a text message service, emails, school website, school Facebook page, class dojo and through the St James' school app.

Please check out our school website [www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk) and Facebook page ([St. James' Skelmersdale](#)) both of these show our school in action.

You will always receive a warm welcome from all and once a member of the loving family of St. James', you will always belong.

Warm regards,

A handwritten signature in black ink that reads 'A Blacoe'.

Mrs A. Blacoe

## Who's who at St James'?

We have a fantastic team of staff who work hard to ensure that *all* children are given the opportunity to strive and be the best that they can be.



**Mrs A. Blacoe**  
Head Teacher  
CLA leader  
Designated  
Safeguarding Lead  
Governance



**Mrs J. Bell**  
Deputy Head  
Year 4 Teacher  
Assessment Leader  
Safeguarding Deputy  
PSHE Subject Leader  
Curriculum Lead  
Pupil Premium Champion



**Miss S. Lee**  
SENCO  
Year 4 Teacher  
Reading & Phonics  
Subject Leader



**Mrs M. Talbot**  
School Business  
Manager



**Mrs L. Cowell**  
School Business  
Support Officer



**Mrs E. McIntyre**  
Nursery Lead



**Mrs N. Livingston**  
Reception Teacher  
Writing Subject Leader  
Early Years Lead



**Miss T. Browning**  
Reception Teacher  
Maths Subject Leader



**Mrs H. Skeldon**  
Year 1 Teacher  
Geography & History  
Lead



**Miss V. Kirk**  
Year 1 Teacher



**Miss G. Walsh**  
Year 2 Teacher Art and  
Design & DT Subject Leader,  
RE & Pupil Parliament Lead



**Miss N. Bradbury**  
Year 3 Teacher Science and  
Joint P.E Subject Leader  
MFL Subject Leader



**Miss A. Gibbons**  
Year 5 Teacher  
Collective Worship Lead  
RE & Pupil Parliament Lead



**Mr J. Brammer**  
Year 6 Teacher  
Computing Subject Leader  
Music Subject Leader  
Joint P.E Subject Leader



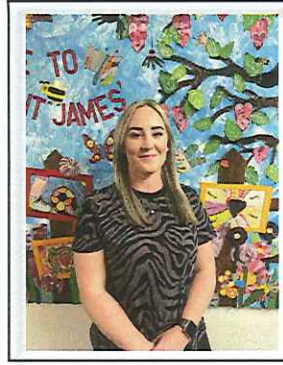
**Mrs V. Allan**  
HLTA, TA Lead, Pastoral  
Leader & Mental Health  
Champion



**Miss L. Nelson**  
Level 3 Teaching  
Assistant



**Mrs C. Beddoes**  
Level 3 Teaching  
Assistant/Welfare



**Miss N. Lunt**  
Level 3 Teaching  
Assistant



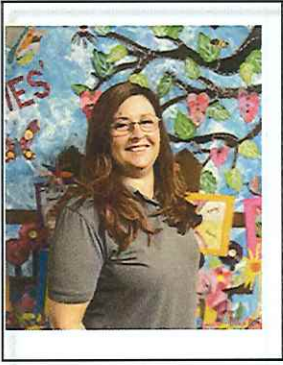
**Miss M. Smith**  
Level 3 Teaching  
Assistant



**Miss L. Norton**  
Teaching Assistant



**Mrs R. McClinton**  
Busy Bee Lead



**Miss S. Marshall**  
Teaching Assistant  
Welfare



**Mrs D. Jones**  
Teaching Assistant



**Mrs S. Thaw**  
Teaching Assistant  
Welfare



**Miss C. Fannon**  
Teaching Assistant



**Mrs L. Lewis**  
Teaching Assistant  
Welfare



**Mrs A. Nelson**  
Welfare



**Miss Z. Holt**  
Welfare



**Mrs M. Bhamra**  
Welfare



**Miss U. Krzak**  
Welfare



**Mrs L. McCormick**  
Welfare



**Mrs M. Skichko**  
Welfare



**Mr A. Ward**  
Site Supervisor



**Mrs A. Jones**  
Cleaner



**Miss E. Rose**  
Teaching Assistant



**Miss G. Hughes**  
Teaching Assistant



**Miss K. Bentley**  
Teaching Assistant

## Our Governing Body at St James' Primary School

Governor	Name
Chair of Governors	Mr R. Hughes
Vice Chair	Mr J. Killoran
Link/Foundation Governor	Rev. Deacon Anthony Callaghan
Foundation Governor	Mrs J. Curry
Associate Governor	Dr D. Allan
Foundation Governor	Mrs L. Fletcher
Elected Parent Governor	Mr C. Tasker
Elected Parent Governor	Mrs G. Watson
Elected Staff Governor	Mr J. Brammer
Head Teacher/Governor	Mrs A. Blacoe

All correspondence for Governors:  
Address c/o school.

## OFSTED Inspections

Copies of these Inspections can be obtained in paper copy from school, from the school's website ([www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)) or directly from OFSTED's own website.

Our most recent OFSTED inspection was in February 2023. Here are some quotes from the official report:

*"There is a genuine warmth in the interactions between pupils and staff at this nurturing school. One member of staff summed this up best as the 'loving approach' that pupils and staff take towards their relationships with each other. This helps pupils to feel well cared for and happy. Pupils feel safe. They rarely fall out with their classmates."*  
(OFSTED 2023)

## Our School Day

### **Busy Bees (2/3 Year old provision) and Nursery (3/4 Year old provision)**

The school bell rings at 8:30am for these children where they are warmly welcomed into the setting by their teacher. Busy Bees have a separate room specifically for their needs. They will move up to the nursery following their third birthday when they are developmentally ready & Potty Trained. The morning session ends at 11:30am (children may stay for lunch at an extra cost of which ends at 12:15pm).

The afternoon session begins at 12:15pm and ends at 3:15pm.

### **Reception – Year 6**

The school day begins in class at 8.50am. The Head Teacher (Mrs Blacoe), deputy headteacher (Mrs Bell) or a class teacher are on the gate from 8.40am every day to greet and take any messages from parents. There is no need for children to line up on the yard as all the class doors open at 8.40am - registration does not take place until 8.50am. Please help your child to be in school on time so that all the class can make a prompt start. Children who are late are given a 'late mark' in the register and this is noted on their School Report. It is important to note that on arrival, if it is past 8:50am, you must walk your child up to the main office.

**Toast can be purchased from school for snack at a cost of 20p per day payable half termly on ParentPay. Children can also bring their own snack to school (Fruit, Cheese or Yoghurt please).**

**Free fruit is provided every day for children in 3/4 Year Old Nursery, and Reception, Year 1 and Year 2. Busy Bees can bring their own snack or purchase toast from school.**

## Reception to Year 6 - Timetable

**Registration** – 8:50-9:00am

**Morning Session** – 9:00-10:30am

**Break** – 10:30-10:45am

**Guided Reading/SPaG/Phonics** – 10:45-11:10am

**Morning Session** – 11:10-12:10pm

**Lunch** – 12:10-1:10pm

**Afternoon Session** – 1:10-3:20pm

**Home Time\*** – 3:20pm

**\*School finishes at 3.20pm.** All children are collected from their classroom door and only allowed to leave when an adult has arrived for them. Older junior children can leave on their own when arrangements have been made with the school.

**Lunch Times** – Children can either bring a packed lunch or can purchase a school one (Nusery and Busy Bees are to bring a packed lunch). If they choose a school lunch, they will choose an option from the menu they are given every morning at registration.

**From September 2014, funding came into every primary school across the country from the government so that every child in Reception, Y1 and Y2 will not need to pay for a lunch in school. This initiative is regardless of whether or not you as a parent are in receipt of income based job seekers allowance or income support. If you are a parent that is in receipt of income based job seekers allowance or income support, please can you apply for your entitlement of Free School Meals which will entitle your child to free school milk and generate extra funding to come into our school budget.**

## Attendance

Excellent school attendance is vital if your child is to make the expected levels of progress through all years at St James' to hopefully fulfil their true potential. If for any reason, you need to take your child out of school during term time then you will need to collect a form from the school office well in advance. The form will need to be completed and returned to school so that the Headteacher can make a decision as to whether or not to authorise the absence. It must be an exceptional circumstance for it to be authorised. Penalty Notices can be issued for unauthorised absence during term time.

If your child is not able to attend school, because they are ill, then please ring the school office on the first morning of their absence. It is possible to leave a message on our answer machine.

Your child's attendance is recorded daily in the register and is noted on the Annual End of Year Report to Parents. Attendance is also monitored by school, the Educational Welfare Officer and the school's Attendance worker, who will visit homes. Unauthorised absences are counted up and noted on the Annual End of Year Report to Parents. Children that achieve 100% each half term receive a gold letter to take home.

School attendance for pupils that fall below 90% is regarded as "Persistent Absence". School will try to work with parents to avoid any pupil's attendance dropping so low. Such a low attendance will have a negative impact on pupil learning. We prefer that no child will fall less than 96% at any time.

**Please ensure school are kept up to date with which adult is collecting your child. If another adult comes to collect your child and you have not informed us, due to our safeguarding policy, we will not be able to release your child to this person until we have received your approval.**

Families of children in our Early Years will issue school with a password to help staff get to know our new families. If your child is going to be collected by someone new, please make sure this person knows the password as they will be asked by school staff.

## Visitors

For security purposes, all visitors must sign in on the inventory system in Reception and wear an identification badge/sticker. On leaving the school all visitors must sign out and remove the sticker. We have many visitors that come to our school to attend meetings, carry out repairs or meet with the children as part of the curriculum.

## Appointments – Medical

Appointments for doctors, dentist and other health professionals should be made, whenever possible, outside school hours.

Please let us know if there has to be an appointment within school time.

You must collect your child from the school office and sign them out to indicate they are leaving the premises.

# Our School Uniform

## In winter the children wear

- red sweatshirt/cardigan embroidered with school logo
- white polo shirt
- grey skirt or trousers
- grey or grey and red socks / tights
- sensible polished black shoes

## In summer the children can wear

- white polo shirt and grey shorts
- red and white gingham dress
- white or grey socks
- sensible polished black shoes with the dresses



## For P.E all children wear

- School PE t-shirt with logo
- Plain black shorts
- Plain black jogging bottoms or leggings (No designer brands)
- School PE hoody or school jumper/cardigan

## Additionally at KS2

- Swimming kit including swimming hat

All official uniform including jumpers, cardigans, hoodies, PE tops, P.E bags and Book Bags with the school logo can also be purchased from Premier Wear in Ormskirk. See link below:

[www.premierwearuk.net](http://www.premierwearuk.net)

## Please note the following:

**Jewellery/Earrings** - children should not wear Jewellery to school other than stud earrings which they need to be able to take out on their own for PE or leave them out for PE day.

If you are considering having your child's ears pierced, please have it done at the beginning of the summer holidays so that they have time to settle before coming to school in September.

**Sensible shoes** – especially because of all the outdoor play activities heels of a reasonable height with straps so that they can play and run safely.

**Outdoor coats** – the yard is very exposed to the strong winds, children need thick, warm, waterproof coats in the winter for outdoor play.

We do have a lost property box in the foyer of the main entrance for any unnamed, unclaimed items.

**On PE days children should come to school dressed in their PE kit. This allows for them to have more time participating in PE lessons with our trained coaches.**

**PLEASE ENSURE THAT ALL OF YOUR CHILD'S CLOTHING HAS THEIR NAME CLEARLY MARKED.**

# Safeguarding

Our Designated Safeguarding Lead is Mrs. A. Blacoe (Headteacher) she is also data protection lead.

Our Deputy Designated Safeguarding Lead is Mrs. J. Bell (Deputy Headteacher).

Mr. J. Kiloran is our governor with responsibility for child protection and safeguarding.

In our school, the welfare of our children is paramount. All our staff understand their responsibility to safeguarding and promoting the welfare of children and young people. Safeguarding is every staff member's responsibility and is taken extremely seriously.

We work, in an open and transparent way. We use safeguarding checks in all our recruitment processes. All our staff are given appropriate induction and practical guidance for safe working practice - about which behaviours constitute safe practice, which behaviours should be avoided and what to do if they are concerned about any child in school.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection and Safeguarding Policy which can be viewed in the policy section of our website. Sometimes, we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will discuss any child protection concerns about a pupil with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

## Our Bespoke Curriculum

### St James' Catholic Primary School – Curriculum Statement of Intent

Our aim is to provide our children with an engaging, exciting and empowering curriculum that equips them for today and tomorrow.

At St. James' Catholic Primary School our bespoke knowledge-based curriculum is designed with children at the heart with pupil voice being paramount. We offer rich and vibrant learning opportunities which are ambitious for all learners. Our intent is to develop the essential knowledge, skills and understanding which are the building blocks for later life. We recognise children's prior learning and always strive to build on this so that they make the best possible progress. In order to build resilience and become creative, critical thinkers we continually provide first hand learning experiences which allow the children to develop their problem solving and interpersonal skills. Furthermore, so that learning sticks, teachers use metacognition teaching techniques so that knowledge is embedded for life and can be applied and utilised as they grow.

We constantly provide enrichment opportunities to engage learning. We believe that childhood should be a happy, investigative and enquiring time, where there are no limits to curiosity and there is a thirst for new experiences and knowledge. Every child is recognised as unique – we celebrate and welcome diversity and individuality. Specific needs and learning styles are catered for with an individual approach which suits each child ensuring they reach their full potential.

Cultural and ethical differences are celebrated from the very beginning of a child's learning journey and respect for others is instilled from an early age. The importance of black lives and their influence on the world today is threaded throughout the curriculum with the intention of children having a deep understanding of the importance of cultural diversity and equality within the world they live.

We use our gospel values of: love, respect, forgiveness and compassion alongside British values to promote positive attitudes to learning which reflect the skills needed to promote responsibility for learning and future success. Community involvement is an integral part of our curriculum, inviting families and visitors to facilitate learning new skills and sharing experiences such as assemblies, collective worships and whole school events ensures links are fostered and nurtured.

Our intention is that children leave St James' with a strong sense of belonging to a tightly knit family where they aspire to make decisions, self-evaluate and become lifelong learners. Children truly do become part of the loving family of St. James'.

## **Curriculum Design**

In 2019 subject leader roles were reallocated so as the current teachers' skills and expertise are being fully utilised. As the children are always at the forefront of what we do, it is with them that the process began. Children in KS2 completed questionnaires and staff interviewed a selection of children from across the school in order to discover areas and subjects of immediate interest.

Staff then spent time working as a team designing a bespoke curriculum specifically with our children at the heart. Following this, Mrs Bell (curriculum leader), met individually with each subject leader. Every new topic for each year group was systematically planned together ensuring: concise national curriculum links, clear end points, progression, possible community links, key vocabulary, clear links to British Values and evidence of previous and planned future learning.

## **Involving parents**

We are aware that all children need the support of parents and staff to make good progress in school. Strong positive relationships between school and every single family is crucial right from the outset. This is achieved by keeping parents informed about the way in which the children are being taught and how well each child is progressing. The year always begins with a "Meet the teacher" either face to face or virtually. We keep our families well informed through weekly newsletters, text messaging and the school website. Our parents/carers are also invited to use Class Dojo; a communication platform between staff and carers.

## **Internal assessments**

- Teacher observations - formally and informally
- Discussions with children - during lessons and through meetings with subject leaders.
- Analysis of children's work in: books, oral presentations, photographs, videos and display work.
- Self-assessment
- Peer assessment
- Formal assessments

Any assessments taken by the teacher are used to inform them of any relevant information in order for your child to make the best possible progress.

## **Statutory assessments**

Statutory assessments are those set by the government and are compulsory for most children. Dates do vary slightly year to year and will be listed on the school website and School App. KS1 SATS are carried out between Easter and the start of June. KS2 SATs are carried out in one, nationally designated, week during the month of May. In Year 1, every child takes part in phonics screening which takes place in June and from June 2022 all year 4 children will take part in the National Timetables Check.

## **Music and PE**

All children at St. James are taught music by our trained musician, Mrs Edgar. This gives them the opportunity for professional vocal and instrument coaching throughout their time at primary school. In addition, enrichment opportunities such as choir and one-to-one music lessons are available afterschool (at an additional cost).

As part of the PE curriculum, children are taught a range of sports and skills by professional PE coaches from West Lancs Sports Partnership on a weekly basis. Children in KS2, also have the opportunity to take part in swimming lessons in order to achieve National Curriculum expectations. Enrichment opportunities for PE are offered at lunchtime and afterschool regularly.

### **Special Educational Needs and Disability**

Some children begin their schooling with Special Educational Needs which require addressing. Others may be identified as having Special Educational Needs whilst in school. *To deal with all matters concerning SEN, the School has a Policy for Special Educational Needs and Disability.*

What we as a school provides is detailed in a document entitled, "Our Local Offer". This document can be found on our school website.

Should any child be absent because of medical needs, the class teacher will provide the necessary support to maintain their education with continued access to a broad and balanced curriculum. This is in line with DFE guidance to the Local Authority.

### **Able, Gifted and Talented Children**

Parents are informed if their child is identified as belonging to one of these categories and given details of the provision that is being made. Children identified to have a sporting talent attend a variety of sporting events at places such as Edge Hill University, West Lancs competitions and local private sporting clubs.

Pupils with a particular gift or talent e.g. music, art, sport are defined as 'gifted' or 'talented' by the DFE. Their parents are also given information about outside agencies which can also help to develop their gift or talent.

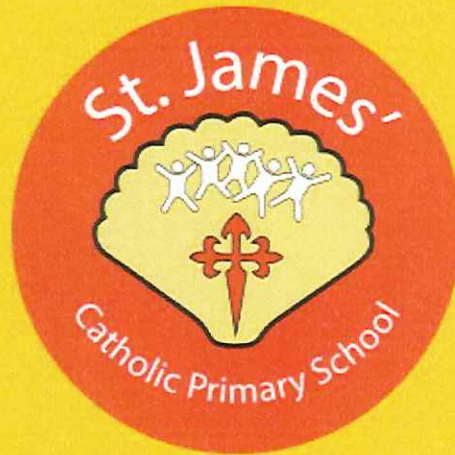
## **School trips and out of school experiences**

Our children enjoy lots of out of school experiences during their time at St James'. The children are taken on some fantastic school trips throughout the year that are not only a lot of fun but educational. Every school trip offered enriches and builds upon aspects of the curriculum taught in school.

As part of our bespoke History and Geography curriculum, children take part in several local fieldwork trips and studies during their time at St. James'. These include trips to: Ashurst, old and new Skelmersdale, The Beacon Point and Country Park, Tawd Valley and Formby Beach. We are passionate about children understanding where they live, how it has changed over the years and what they can do to help their local community and environment.

The Key Stage 2 children enjoy residential trips each year.

## After School Zone & After School Clubs



# ***AFTER SCHOOL ZONE!***

**MONDAY - THURSDAY**

3:20 - 4:30pm - £4.50

3:20 - 6:00pm - £7.50

We offer additional afterschool clubs across all classes including:

Choir, iPad Club, Science Club, Arts and Crafts, Sports Club, Animation Club, Gardening Club plus many more throughout the year.

## Positive Behaviour

*'Pupils meet leaders' high expectations for behaviour. Pupils engage enthusiastically in lessons and enjoy their learning. They play particularly well together at social times. For example, groups of friends take leisurely strolls around the racetrack while eating their snacks and chatting about their shared interests. Other pupils climb along the trim trail or play ball games together.'* (OFSTED 2023)

It is a fundamental aim of St. James' Catholic Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring, family community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The school has a number of rules which are implemented as a way of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. The three main rules which all children are familiar with and which are referred to daily are 'The 3 Bs' – Be ready, Be Respectful and Be Safe.

Our behaviour policy supports the school community in aiming to allow everyone to work together in an effective and considerate way. The school expects every member of the school community to behave in a considerate and respectful way towards others. We treat all children fairly and apply this behaviour policy in a consistent way. This approach, aims to help children to grow in a safe and secure environment so as they become positive, responsible and increasingly independent members of the school community. The school recognises and promotes good behaviour, as we believe that this will develop an ethos of kindness and cooperation.

## Promoting positive mental health

At St. James', we recognise the importance of positive mental Health. As professionals, we know that unless children are happy and have a good sense of self-worth they will not develop personally or academically. We therefore pride ourselves on ensuring that every child realises they are unique, special and talented in their own way.

As part of our PSHE curriculum children learn:

- That mental wellbeing is a normal aspect of daily life, in the same way as physical health
- That there is a normal range of emotions (e.g. happiness, sadness, anger, fear, nervousness, surprise) and scale of emotions that all humans experience in relation to different experiences and situations.
- How to recognise and talk about their emotions, including having varied vocabulary of words to use when talking about their own and others' feelings.
- How to judge whether what they are feeling and how they are behaving is appropriate and proportionate. To be resilient and deal with social situations.
- The benefits of physical exercise, time outdoors, community participation, voluntary and service-based activity on mental wellbeing and happiness.
- Simple self-care techniques, such as the importance of rest, spending time with family and friends and the benefits of hobbies and interests.
- Isolation and loneliness can affect children and so it is very important for children to discuss their feelings with an adult and seek support.
- That bullying (including cyberbullying) has a negative and often lasting impact on mental wellbeing
- Where and how to seek support.

If children are struggling in any way with their mental health we will set up interventions such as nurture time with our trained pastoral support worker (Mrs Allan). We will also seek further advice and support from outside agencies and work in partnership with parents always in order to help the child as best as we possibly can.

**The full behaviour policy and mental health and well-being policy can be viewed on the school's website.**

[www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

## Admissions Policy and Arrangements 2023/24

St James' is a Catholic School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Lancashire County Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2016, the Governing Body has set its admissions number at 30.

*Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.*

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). If you wish to have your admission request considered against that school's faith/denomination criteria then you should **ALSO** complete the Supplementary Information Form (SIF) available in the Local Authority Admissions Booklet or the school's own SIF. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Richard.
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

## Notes

- a. *All applications will be considered at the same time and after the national closing date for admissions. Late applications (those received after the closing date) **MAY** be considered alongside those received by the closing date under the following circumstances:*
- *the family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms OR*
  - *the family were unable to conform with the admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.*

- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. **The waiting list will be kept for a minimum of one term – at least until the end of December 2016.**
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a **reasonable distance**.
- k. If a child is a "summer born child", parents can request that the date their child is admitted to school is deferred to later in the school year. However, the child has to start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the decision on this rests with the school (para 2.17 of the Admissions Code).
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday

# St James' Catholic Primary School

## Home – School - Child Agreement

We belong to the loving family of St James'.



In partnership we will all:

Please read the following document & sign to say that you understand the following:

- support our children's learning and help them to do their best and grow in the love of Christ,
- encourage our children to treat everybody they come in contact with respect by not saying or doing anything that is harmful to them.

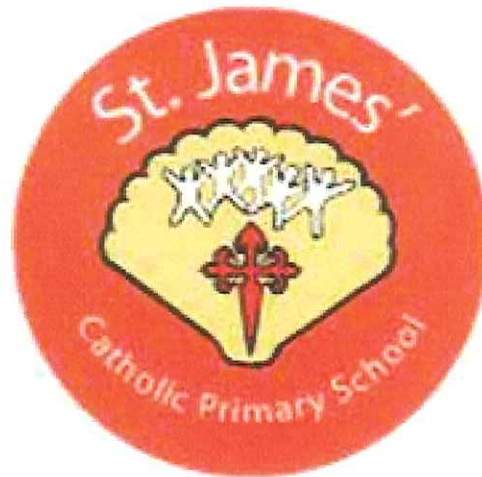
As a school community we will:	As a family we will:	As a child I will:
<ul style="list-style-type: none"> <li>• endeavour to fulfil our Mission Statement.</li> <li>• place the highest expectation on learning &amp; teaching in a supportive environment.</li> <li>• work in partnership with parents to ensure the success of your child.</li> <li>• encourage our children to be considerate to their environment &amp; community</li> <li>• have high expectations for behaviour &amp; attitude to school.</li> <li>• inform parents of their child's progress at meetings through the year.</li> <li>• make parents aware of our school policy on homework.</li> <li>• keep parents abreast of school life through meetings, assemblies, newsletters, posters, website &amp; text messages.</li> <li>• listen to &amp; respond appropriately to your enquiries &amp; concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• agree to support the school's ethos &amp; policies.</li> <li>• ensure that our child attends regularly, punctually &amp; inform the school on the 1<sup>st</sup> day of absence.</li> <li>• endeavour to avoid holidays during term time, particularly during May for Y2 &amp; Y6 due to SATS.</li> <li>• ensure that our child is suitably dressed in full school uniform (including black shoes) with the equipment they need for the day, including the correct PE/swimming kit.</li> <li>• support our child's learning.</li> <li>• ensure that any homework set is completed &amp; returned on time.</li> <li>• support our child by attending parents meetings to discuss our child's progress &amp; attend necessary health appointments.</li> <li>• ensure all contact information is kept up to date &amp; correct</li> <li>• support the work of the PTFA &amp; become involved as much as possible in our child's life at school</li> </ul>	<ul style="list-style-type: none"> <li>• come to school wearing my full school uniform, including black shoes.</li> <li>• have my PE/swimming kit ready in school for when it is needed.</li> <li>• always try my best in my work in class &amp; at home.</li> <li>• ask for help when I need it.</li> <li>• try to think for myself &amp; take responsibility for my actions.</li> <li>• behave myself.</li> <li>• be polite, helpful, caring &amp; be considerate to others.</li> <li>• always do as I am asked while at school or on trips.</li> <li>• look after my own &amp; others belongings.</li> <li>• look after my school &amp; its grounds.</li> <li>• use bins provided &amp; not drop litter.</li> <li>• remember to bring into school everything I need to do my work.</li> </ul>

- I have read & understand the St James' Home – School - Child Agreement.

Head Teacher: **Mrs Blacoe** Signed..... Date.....

Pupil Name.....Signed.....Date.....

Name of Parent/Carer..... Signed.....Date.....



# Nursery Induction Booklet

## Contents:

- Nursery Provision Information
- Uniform
- Foundation Stage Essential Items
- School Holiday list
- All About Me
- Application form
- Parental Agreement for Funding (2 Year Old & 30 Hours)
- Pupil Data Collection Form
- Nursery Contract
- Nappy Changing Policy and Procedure
- Permission for the Provision of Care
- GDPR Form
- Safeguarding / Passwords
- Web and Photograph Consent Form



## Nursery Provision Information

**We provide nursery places for 2, 3 and 4 year olds.**

Monday - Friday: 8:30am - 3:15pm

All 3 and 4 year olds are entitled (the term after they turn 3 years old - 1<sup>st</sup> September, 1<sup>st</sup> January & 1<sup>st</sup> April) to 15 hours free childcare per week, term time. Some families will be able to access an additional 15 hours free childcare giving a total of 30 hours free childcare per week. Please see [www.gov.uk](http://www.gov.uk) for further details and to apply.

Children entitled to 15 hours free childcare can use them as follows:

- Five 3 hour sessions (Mornings 8:30am-11:30am. Afternoons 12:15pm-3:15pm). Anything in addition to the 15 hours will have to be paid for at a cost of £15.00 per 3 hour session. If you would like your child to stay for lunch, then the charge is £3.50 per day. You would have to provide a packed lunch for your child. The charge is to pay for staffing costs for the 45 minute lunch.
- Whole days i.e: 2  $\frac{1}{2}$  days and pay for lunch time supervision at a cost of £3.50 per day. We could accommodate this unless a particular session is full.

For the children entitled to 30 hours free childcare, we can offer the following provision:

- Monday - Friday: 8:30am - 3:15pm you will have to pay for lunch time supervision at a cost of £3.50 per day and provide your child with a packed lunch.

2-year-old's can get free early education and childcare please see [www.gov.uk](http://www.gov.uk) for further details and to apply.

## Busy Bees (2/3 Year Olds) Staff Members

**2 Year Old Lead:** Mrs McClinton

**Support Staff:** Miss Marshall

**Lunchtime Staff:** Mrs Beddoes, Mrs Nelson, Mrs Thaw, Ms Holt, Miss Kryak & Mrs Bhamra

## Nursery (3/4 Year Olds) Staff Members

**Reception Teacher/EYFS Lead:** Mrs Livingston

**Nursery Teacher:** Mrs McIntyre

**Support Staff:** Miss Smith, Miss Hughes & additional TA

**Lunchtime Staff:** Mrs Beddoes, Mrs Nelson, Mrs Thaw, Ms Holt, Miss Kryak & Mrs Bhamra



## Nursery Essential Items

- Wellies - We like to splash in puddles on rainy days and play in the mud!
- A rain coat - We like to go out and explore in all weathers! Also sun cream and hat for sunny days.
- Velcro or slip on shoes - this helps to promote independence.
- If possible, elasticated waistbands on uniform skirt or trousers so the children are able to go to the toilet easily.
- Spare clothes (underwear, trousers/skirt etc) in case there are any accidents.
- If your child is in nappies, spare nappies, wipes and if required, cream. Please talk to a member of the Foundation Stage staff if your child does require cream. Spares to be put into your child's bag for the day.
- Please make sure that **all** items of clothing have your child's name on, including shoes. Sometimes the children like the look of each other's !!

## Snack time!

- The children in Nursery will be provided with free fruit and vegetables. Toast can be purchased half termly on ParentPay (20p a day). Please bring a water bottle. Your child is entitled to free milk each day from their third birthday until they turn five. They will be offered this snack twice a day, once in the morning and once in the afternoon. There is **no requirement** for you to send in an additional snack for your child, however if you do feel like your child will need something extra, you are welcome to send in an extra **healthy** snack. Examples of such, include more fruit, carrot/cucumber sticks or cheese. If you would like to send in an extra snack, please ensure it is clearly labelled and put into their lunchbox or bag.

Thank you

## Busy Bees Essentials

Here is a list of essential items required for Busy Bees nursery, please ensure all items are labelled with the child's name.

- Water bottle
- Childs soother (if required)
- Winter or summer Coat/jacket
- Lunch if staying for wrap around
- Snack if you do not wish to pay for school snack on ParentPay 20P per day.

If your child is not toilet trained and still in nappies please provide the following (either in bulk or daily):

- Nappies
- Wipes
- Nappy bags
- Nappy cream (if required)

Spare clothes:

- T-shirt
- Pants/skirt
- Socks or tights
- Spare shoes (if toilet training)

Winter items:

- Wellies
- Puddle suit
- Hat, gloves and scarf

Summer items:

- Suncream
- Sunhat

# ST. JAMES' CATHOLIC PRIMARY SCHOOL



## SCHOOL HOLIDAYS 2023/2024

### Autumn Term 2023:

School Starts:	Monday 4 <sup>th</sup> September 2023
Half term:	Monday 23 <sup>rd</sup> October - Friday 27 <sup>th</sup> October 2023
School re-opens:	Monday 30 <sup>th</sup> October 2023
School closes for Christmas:	Friday 22 <sup>nd</sup> December 2023

### Spring Term 2024:

School re-opens:	Monday 8 <sup>th</sup> January 2024
Half term:	Monday 12 <sup>th</sup> February - Friday 16 <sup>th</sup> February 2024
School re-opens:	Monday 19 <sup>th</sup> February 2024
School closes for Easter:	Thursday 28 <sup>th</sup> March 2024

### Summer Term 2024:

School re-opens:	Thursday 11 <sup>th</sup> April 2024
May Day Bank Holiday:	Monday 6 <sup>th</sup> May 2024 (School closed)
Half term:	Monday 27 <sup>th</sup> May - Friday 7 <sup>th</sup> June 2024
School re-opens:	Monday 10 <sup>th</sup> June 2024
School closes for Summer:	Friday 19 <sup>th</sup> July 2024

### Key Stage 1 & 2 SATs: During May 2024

DCFS recommendations for SAT's week:

All Key Stage 2 children are in school.

No holidays to be taken during this week for Year 6 children.

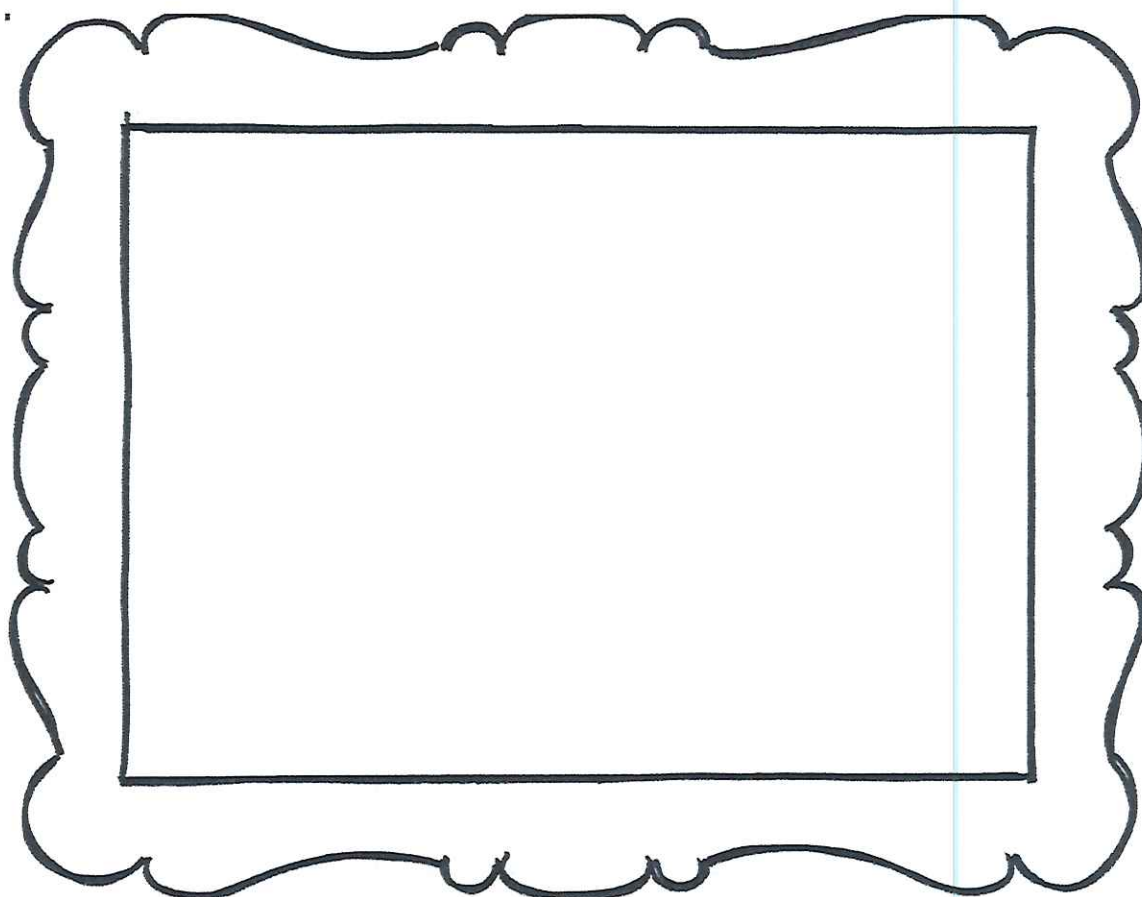
Key Stage 1 Phonics Screening takes place in June 2024

### **INSET DAYS:**

Friday 1<sup>st</sup> September 2023  
Wednesday 10<sup>th</sup> April 2024  
Thursday 6<sup>th</sup> June 2024  
Friday 7<sup>th</sup> June 2024  
Monday 22<sup>nd</sup> July 2024



# All About Me!



My name is .....

I like to be called .....

I was born on.....

I am ..... years old

Home language.....

Other languages spoken.....



Our Family

Tell us about the people who are important to your child i.e. family/pets/friends?

Does your child have any favourite toys, stories, books, activities or pets?

Are there any important celebrations, festivals or events that you share as a family?

Information unique to your child i.e. developmental or speech concerns/change in circumstances?

Are any other agencies involved?

Have you been set any targets from your health visitor after your 2 year assessment?

Does your child have any allergies or illnesses?



## A Day in your Child's Life

### **Eating and drinking**

- How often and when does your child eat and drink?
- How does your child eat and drink? (Bottle, beaker, knife, fork, etc)
- Can you tell us about any dietary needs preferences related to a need?

### **Sleep routines**

- When does your child sleep? (how long for)
- How often does your child sleep at home ? (afternoon/morning nap)
- Does your child have any comforters to support their well-being? (dummy etc)

### **Personal care**

- Can you tell us about toilet routines (support required etc)
- What help does your child need to attend to their own personal hygiene needs (hand washing etc)

Please use this space to include anything else we may need to know about your child's needs.



## All About Me

### **Personal, Social and Emotional Development**

- How does your child interact with other children?
- Does your child seek to do things independently?
- How would you describe your child's behaviour? Does anything upset them?
- How does your child respond to boundaries?

### **Communication and Language Development**

- Does your child join in with stories and rhymes?
- How would you describe your child's speech?
- Can your child understand simple instructions?
- Does your child copy familiar phrases i.e. oh dear!
- Does your child ask questions?

### **Physical Development**

- Can your child go up/down the stairs?
- Is your child beginning to make marks (holding a crayon, drawing)?
- Is your child willing to try new food?
- Can your child communicate when they have soiled/wet themselves?

# APPLICATION FORM



## 1. SCHOOL / SETTING

Name of Establishment: **ST. JAMES' CATHOLIC PRIMARY SCHOOL**

Sessions Preferred: (please tick boxes required)

	MON	TUE	WED	THUR	FRI
MORNINGS 8:30am-11:30am					
LUNCH 11:30am-12:15pm					
AFTERNOONS 12:15pm-3:15pm					

## 2. CHILD DETAILS

Surname: .....

Forename(s): .....

Male  Female  (tick a single box)

Date of Birth .....  
(Please provide evidence of date of birth eg copy of birth certificate)

Child's address: .....  
..... Postcode: .....

Child's home language ..... Child's Country of Birth ..... Child's Nationality .....

Passport Details: Number ..... Issue date ..... Expiry date .....  
Name on Passport .....

**Is the child?**

- In public care (looked after)

Yes  No

- Known to Children's Integrated Services (Social Worker)

## PARENTAL AGREEMENT FOR THE PROVISION OF EARLY EDUCATION FUNDING (EEF) FOR TWO, THREE & FOUR YEAR OLD CHILDREN

### 1. Childcare Provider Details

<b>Childcare Provider/School Name:</b>	
--	--

### 2. Child Details

<b>Legal Family Surname:</b>		<b>Legal Forename(s):</b>	
<b>Name by which the child is known:</b> (if different from above):			
<b>Date of Birth:</b>		<b>Male/Female</b>	
<b>Home Address:</b>		<b>Post Code:</b>	
<b>Documentary proof of DOB seen:</b> e.g. Birth Certificate/Passport		<b>Document recorded by:</b> (name of staff member)	
<b>Date document recorded:</b>		<b>Child ethnicity:</b>	

3. EEF Placement Start Date .....

### 4. Additional details for children claiming the extended 15 hours EEF places or 2 Year old funding:

<b>30 hours eligibility code:</b> e.g. 12345678912 – 11 digits	
<b>Parent/Carer National Insurance Number:</b>	
<b>2 Year old eligibility reference number or Voucher Code:</b>	

### 5. Early Years Pupil Premium (EYPP) for Three and Four Year Old Children

Some three and four year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	Parent/Carer 1:	Parent/Carer 2: (optional)
<b>Legal Family Surname:</b>		
<b>Legal Forename(s):</b>		
<b>National Insurance Number or NASS Number:</b>		
<b>Date of birth:</b>		

## 6. Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and taking up their EEF entitlements are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

<b>Is your child eligible and in receipt of Disability Living Allowance (DLA)</b>	<b>YES / NO</b>
<b>Date copy DLA letter kept on file:</b>	

If your child is splitting their EEF across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

<b>Childcare Provider/School Name:</b>	<b>Ofsted registration/LCC School Number:</b>

## 7. Agreed EEF Entitlements

Universal Funded Hours								Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Please enter total <u>Universal</u> EEF hours attended per day: (cannot exceed 10 hours per day/15 hours per week)									
Mon	Tues	Wed	Thurs	Fri	Sat	Sun			
<b>Total Annual Universal Hours Claimed (cannot exceed 570 per year)</b>									
Extended Funded Hours								Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Please enter total <u>Extended</u> EEF hours attended per day: (cannot exceed 10 hours per day/15 hours per week)									
Mon	Tues	Wed	Thurs	Fri	Sat	Sun			
<b>Total Annual Extended Hours Claimed (cannot exceed 570)</b>									

## 8. Stretched/Banked Hours

Where the childcare provider chooses to offer the ability for parents to stretch/bank hours to be used over other periods such as school holidays etc. these days/hours need to be agreed between parent and childcare provider and the following applies:-

- There is no transfer of any stretched/banked EEF entitlement should the child move to a new childcare provider.
- There will be no charge to the parent if the childcare provider offers this flexibility option.
- The maximum EEF entitlement within any week, including the stretched/banked hours cannot exceed 15 universal hours per week and 15 extended hours per week.
- The maximum hours that can be claimed for my child/ren by the Provider in any term are as follows:
  - Autumn – 210 universal, 210 extended
  - Spring – 165 universal, 165 extended
  - Summer 195 universal, 195 extended

## 9. Additional Hours and Services

The childcare provider can charge for meals and snacks as part of an EEF entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, childcare providers who choose to offer the EEF entitlements are responsible for setting their own policy on how to respond, with options waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

The childcare provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their EEF entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from them.

The childcare provider cannot ask the parent to pay any fee associated with their child's EEF place other than a refundable deposit, required to initially secure the place.

## 10. Grace Period of Entitlement for the Extended 15 hours

For children whose parent ceases to meet the eligibility criteria for the extended 15 hours, the child's placement will continue to be funded for the extended 15 hours until the grace period end date as detailed below:-

Date Parent/Carer receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

I understand that the extended 15 hours will not be funded beyond the grace period end date if I become ineligible or fail to reconfirm my details with Childcare Choices by the termly deadlines. If I fall back into eligibility during the grace period, I also understand that my child's extended 15 hours beyond the grace period are subject to availability.

## 11. Notice Period and Transfer of Entitlement

As the parent/carer/guardian of the above named child I understand that;

-I shall be entitled to move my child from the above named childcare provider to a new childcare provider, providing I give at least [ ] **weeks written notice** of my intention.

-Please note however, where the required written notice **has been given**, there **will be no transfer of EEF funding entitlement** for the current term to a new childcare provider. Funding will only be made available from **the start of the next term**.

## 12. Accessing EEF Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their EEF entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the EEF entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

**Does your child take up any EEF hours at any other childcare provider? YES / NO**

If yes, please complete the following for the other providers that your child is accessing their EEF entitlement hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
<b>Total Hours Across All Other Providers</b>				

**Note:** the total number of EEF hours in Section 7 and Section 12 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.

### 13. Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set in this document.

I authorise this childcare provider/school to claim Early Education Funding as agreed above on behalf of my child.

In addition I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- If I register my child at a childcare provider for 2 year old funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the EEF entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility		Childcare Provider	
Name			
Address Line 1			
Address Line 1			
Address Line 1			
Postcode			
Email Address			
Telephone No			
Signature			
Date			

### 14. Data privacy

The General Data Protection Regulations puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations

give rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- and to whom it is being communicated

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Lancashire County Council.

Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

## Pupil Data Collection Form

### PUPIL PERSONAL INFORMATION

LEGAL SURNAME			
LEGAL FORENAME		PREFERRED FORENAME	
MIDDLE NAME(S)		GENDER	MALE / FEMALE
BIRTH CERTIFICATE SEEN?		DATE OF BIRTH	
HOME ADDRESS <small>including post code</small>			

### PARENT INFORMATION

\*Please indicate at which address(es) the pupil normally resides (i.e. sole or shared residency) using the tick box

#### MOTHER

TITLE		FORENAME		SURNAME	
PARENTAL RESPONSIBILITY		YES / NO		DATE OF BIRTH	
HOME ADDRESS <small>including post code</small>	* <input type="checkbox"/>				
TELEPHONE NUMBERS	HOME:		WORK:		
	MOBILE:				
E-MAIL ADDRESS					

#### FATHER

TITLE		FORENAME		SURNAME	
PARENTAL RESPONSIBILITY		YES / NO		DATE OF BIRTH	
HOME ADDRESS <small>including post code</small>	* <input type="checkbox"/>				
TELEPHONE NUMBERS	HOME:		WORK:		
	MOBILE:				
E-MAIL ADDRESS					

If there is any other person who can be deemed a 'parent' (e.g. step parent, or parent's partner) if so please provide their details below, indicating if they have 'parental responsibility', continue on a separate sheet if necessary.

TITLE		FORENAME		SURNAME	
RELATIONSHIP TO CHILD			PARENTAL RESPONSIBILITY		YES / NO
HOME ADDRESS <small>including post code</small>	* <input type="checkbox"/>				
TELEPHONE NUMBERS	HOME:		WORK:		
	MOBILE:				

This information will be used on a computerised system. The school is registered under the Data Protection Act to keep such information. Pupil data will be used for statutory returns to the Local Authority and registered Government Agencies

**CONTACT INFORMATION - IN PRIORITY ORDER Attach an extra sheet if necessary**

Please provide below the names of at least two people who can be contacted by school in an emergency, underlining the main contact number. (Repeat information from overleaf if necessary).

TITLE		FORENAME		SURNAME	
TELEPHONE NUMBERS	<input type="checkbox"/>	HOME:	WORK:		
		MOBILE:			
RELATIONSHIP TO CHILD					

TITLE		FORENAME		SURNAME	
TELEPHONE NUMBERS	<input type="checkbox"/>	HOME:	WORK:		
		MOBILE:			
RELATIONSHIP TO CHILD					

TITLE		FORENAME		SURNAME	
TELEPHONE NUMBERS	<input type="checkbox"/>	HOME:	WORK:		
		MOBILE:			
RELATIONSHIP TO CHILD					

MEAL TYPE (please circle one only)      School Meal (paid)      Free School Meal      Packed Lunch

Any special dietary requirements \_\_\_\_\_

**MEDICAL INFORMATION - Attach an extra sheet if necessary**

NAME OF DOCTOR		NAME AND ADDRESS OF PRACTICE	
MEDICAL CONDITIONS			

MODE OF TRAVEL (the one most often used)    CAR / WALK / CYCLE    other please specify

ETHNICITY \_\_\_\_\_      RELIGION \_\_\_\_\_

IS ENGLISH THE CHILD'S FIRST LANGUAGE?    YES / NO

IF NO, PLEASE INDICATE THE LANGUAGE SPOKEN \_\_\_\_\_

PREVIOUS SCHOOL / NURSERY INFORMATION - IF APPLICABLE (use extra sheet if necessary)

Previous School, Nursery etc.					
From	/	/	To	/	/

Do you give permission for your child's photograph to be used in school publications (including our website) and also in the local press.      YES / NO

PLEASE NOTE ANY PERSONAL INFORMATION MAY BE SHARED IN ACCORDANCE WITH DATA PROTECTION LAW

Signature \_\_\_\_\_      Date \_\_\_\_\_

Name (please print) \_\_\_\_\_      Relationship to child \_\_\_\_\_

<b>For Office use only</b>	
DfE eligibility for 2 year funding	



**APPLICATION FOR A PLACE IN A LANCASHIRE COUNTY COUNCIL  
MAINTAINED NURSERY SCHOOL OR NURSERY CLASS IN A MAINTAINED SCHOOL**

*The Nursery Admissions booklet is available at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)*

**1. SCHOOL / SETTING REQUIRED**

Name of Establishment: \_\_\_\_\_

Are you applying for a place for a 2 year old?  or a 3 year old?

Will you be paying for this provision? \_\_\_\_\_

Sessions Preferred: **(Please tick up to 5 boxes.)**

	MON	TUE	WED	THUR	FRI
MORNINGS					
AFTERNOONS					

*Nursery schools and classes will offer up to 30 hours per week per child (on a flexible basis which will vary from nursery to nursery). Please check available provision with your preferred nursery and tick up to 5 boxes to confirm your preferred sessions*

or tick here if you would like to discuss flexible hours with your provider

**2. CHILD DETAILS**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Male  Female  (tick a single box) Date of Birth: \_\_\_\_\_

(Please provide evidence of date of birth eg copy of birth certificate)

Child's address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Child's home language \_\_\_\_\_

**Is / does the child?**

- In public care (looked after) Yes  No
- Known to Children's Integrated Services (Social Worker) Yes  No
- Statemented for Special Educational Needs / EHC Plan Yes  No
- Known to the Educational Psychology Service Yes  No
- Have a disability Yes  No
- Have an illness Yes  No

*(If you tick yes in any box, please note sections 5 and 6 of this form.)*

**3. SIBLINGS**

*These are defined as brothers, sisters, half brothers, half sisters, step brothers, step sisters, adopted and fostered children living with the same family at the same address (at the time of admission).*

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ DoB \_\_\_\_\_

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ DoB \_\_\_\_\_

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ DoB \_\_\_\_\_

Will any of the siblings be attending the nursery school/class now applied for from September 2018? Yes  No

#### 4. PARENTS / CARERS DETAILS

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
(if different from child's) \_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact details: Email \_\_\_\_\_  
Telephone No \_\_\_\_\_ Mobile \_\_\_\_\_

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
(if different from child's) \_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact details: Email \_\_\_\_\_  
Telephone No \_\_\_\_\_ Mobile \_\_\_\_\_

#### 5. MEDICAL, SOCIAL OR WELFARE CIRCUMSTANCES OF THE CHILD OR THE FAMILY

(These will be treated in strict confidence)

**PLEASE CONTINUE ON A SEPARATE SHEET OR SUBMIT SUPPORTING EVIDENCE IF REQUIRED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there persons/professionals who could support this application? (Please state any information which you think is relevant or attach a written statement if available).

Name	Designation (eg doctor/health visitor)	Address	Telephone No.
_____	_____	_____	_____
_____	_____	_____	_____

#### 6. GENERAL

The admission criteria for Lancashire's maintained nursery schools and nursery classes in maintained schools are available at nurseries and on the County Council website at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

Please complete and sign this form and attach any other information which you feel is relevant. You should return it to the nursery school or class which you are applying for.

#### 7. SIGNATURE(S)

Print Name (in full)	Signed	Date
_____	_____	_____
_____	_____	_____

I/we acknowledge that the information given on this form is accurate.



# ST. JAMES' CATHOLIC PRIMARY SCHOOL

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Head Teacher: *Mrs. A. J. Blacoe*

Ashurst Road, Ashurst, Skelmersdale. WN8 6TN

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Email: [bursar@st-james-pri.lancs.sch.uk](mailto:bursar@st-james-pri.lancs.sch.uk)

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Website: [www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

## Contract of Agreement for Nursery

- ❖ In order to aid the continuity and consistency of care for your child the minimum number of sessions we recommend your child attend is two.
- ❖ As our school is an eligible provider of Early Years education 3 year old children are eligible for 15 hours free nursery education the term after their 3<sup>rd</sup> birthday.
- ❖ If your child stays for lunch (packed lunch to be provided by you) there is a charge of £3.50.
- ❖ Any extra hours your child attends our nursery over your entitlement will be charged at the 3 hourly rate of £15.00.
- ❖ Grant funding is not refundable i.e. holidays/absences.
- ❖ We request a month's notice in writing either to cancel sessions or to withdraw your child from St James' Nursery.
- ❖ We will endeavour to accommodate your needs if circumstances arise, to offer alternative sessions of the same number as long as places are available.
- ❖ Extra provision including lunches will be invoiced weekly on Parentpay. Invoices are to be paid monthly or weekly in advance.
- ❖ Arrears of payment in excess of 4 weeks will result in suspension of use of our facility until the invoice is settled in full.
- ❖ Sessions cannot be relocated due to absences.
- ❖ All absences must be accounted for by ringing the school office. It is possible to leave a message on our answer phone stating the reason why your child is not attending that day.
- ❖ If you are intending to go on holiday during term time, you must submit an application for Leave of Absence at least 4 weeks in advance. Forms are available from the school office. Extra provision charges will still apply if school does not receive sufficient notice. All other absence is chargeable.
- ❖ We require you to complete and keep updated admission and collection forms. These confidential details are paramount to your child's welfare and safety whilst in our care.
- ❖ You will provide us with a unique security password for your child. If anyone else other than you is collecting your child from school they will require this password to collect them. If school staff are in any doubt regarding the identity of the person collecting your child we reserve the right to keep your child on the premises until their identity has been clarified by yourself either by phone or in person.
- ❖ We request that you contact the School Office if you are going to be delayed collecting your child. If no contact has been made it is our responsibility to contact Children Social Care Services after a considerable delay in the collection of your child and we have contacted all the people on your collection form to no avail.
- ❖ For the safety of all pupils and staff we ask that you do not bring your car onto school premises without seeking permission beforehand from our Head Teacher Mrs Blacoe.
- ❖ Please do not park your car in front of the large black school carpark gates at any time as this could prevent access to the school in an emergency.

Child's Name: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

Signed Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_



Specialist Schools and Academies Trust  
EXCELLENCE AND DIVERSITY

## Nappy Changing/Toileting Policy



### **Introduction**

At St James' Nursery we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training. Training can be an exciting and challenging time in both your and your child's life.

You and your child should consider embarking on the adventure of toilet training during their time in our Busy Bees (2/3 Years olds) Class. Please notify your child's teacher if you decide to do this during school term time. We will work with your child during his/her toilet training stage. However, if we feel your child is not quite ready for the challenge we will let you know. For the highest success rate, we encourage toilet training to take place over a school holiday to make the transition easier.

As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

At St James', we define successful independent toileting as having the ability to lower his/her underpants (as well as deal with other clothing), completing the act of urinating and/or having a bowel movement in the toilet, wiping themselves, flushing and re-dressing themselves.

For your child to progress from Busy Bees to FS1 (3/4 Year Old Nursery) Children are expected to be working towards completely going the toilet independently (as described in the above paragraph) before they start in this class.

This policy will be used when supporting children requiring nappy changing, help with toilet training and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

### **Aims**

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

### **Basic Principles**

At St James', Nursery staff will bear in mind the following key principles when changing a child's nappy:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy / dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures. To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required. (I.e. when wet or soiled.)

## Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing area which, whilst allowing for privacy are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

## Protection for Staff

As far as possible, nappy changing procedures will be carried out by a member of nursery staff. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other key workers that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: - what personal care tasks were carried out - by who - the time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.

## Changing procedures followed by staff:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy: clean nappy, wipes and nappy cream if required. (N.B - where cream is used the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves, disposable apron and face mask or face visor. (N.B - staff must put a fresh set of gloves and apron on for every child that has a nappy changed. Face masks must be changed every two hours)
- Remove the child's clothing to access the nappy.
- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- The staff member must then wash the changing table with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves and apron in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room to continue with their activities / play.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry.

## Toilet Trained/Training

- If a child is old enough to start toilet training or meet his/her own toileting needs, the staff member can support the child according to age and ability to use a toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards. This should be done in cooperation with the parents/carers, young person, relevant keyworker/staff and professionals involved where appropriate.
- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves, disposable apron and face mask or face shield.
- Remove the wet/soiled clothes from the child.
- Wet/soiled clothing will be put into a bag so that they can be sent home.
- Clean the areas that need cleaning with wet wipes. The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so they can help with the removal of any clothing.
- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room to continue with their activities/play.
- Staff will return to the changing area and clean the area using the red mop and cleaning liquids provided. Area will then either be closed until dry or a wet sign would be placed up.

## Parental Responsibilities

At St James' Nursery we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- The school requires parents to supply nappies, wipes and sundries that will be used and applied as necessary. If toilet training clean dry underwear and change of clothes.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery whether or not they have any particular needs or any special words or actions used during their nappy changing/toilet training procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

## Policy Review:

**Date review:** September 2022

**Review date:** September 2023



## St James' Nursery Nappy Changing Procedure

If your child is currently wearing nappies they may need their nappy changing whilst at Nursery by a trained member of the Foundation Stage Team.

Staff will follow our nappy changing policy when changing your child.

This means they may be required to lift your child to place them onto the changing mat. They will then use the nappies, wipes and, if necessary, cream that has been provided from home.

Please can an adequate number of spare nappies, wipes and cream (if required) be put into your child's bag daily to bring into Nursery. If you would prefer, you are welcome to send in a bulk pack of nappies, wipes and cream which we can store in school in a dedicated drawer for your child. We will inform you when this needs replenishing. If your child does require cream, please discuss this with a member of the Foundation Stage Team.

All nappy changes will be recorded in your child's home diary book.

**Please complete the permission slip below and return it to school before they start attending Nursery.**

.....  
Permission slip: Nappy Changing Procedure

Child's name .....

Please tick

I give permission for my child to have their nappy changed whilst at nursery.

I give permission for them to be lifted and placed onto the changing mat.

I give permission for staff to apply nappy cream which has been provided from home, and will discuss this with a member of the Foundation Stage Team.

Signed Parent / Guardian .....

Print Name .....

Date .....



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[head@st-james-pri.lancs.sch.uk](mailto:head@st-james-pri.lancs.sch.uk)

Website: [www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

## Permission Form for the Provision of Care

At St James', it is our policy that if a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff, particularly in the Foundation Stage are experienced at carrying out this task. St James' Catholic Primary School has an Intimate Care Policy which is available to view on our website, or ask for a copy from the office.

However, if you prefer staff not to change or clean your child if they wet or soil themselves, then please complete the attached form below and return to school as soon as possible.

Yours sincerely

Mrs A J Blacoe  
Head Teacher

Name of child:.....

*\*I do not give consent for my child to be changed if they wet/soil themselves. The school will contact me or my emergency contacts and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contacts) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.*

*Please note that if these accidents become regular then parents will need to meet with the school nurse to discuss their child's needs and a care plan will be drawn up.*

Signature of parent ..... Date.....

*If your child suffers from an attack of diarrhoea, it is the policy for St James' Catholic Primary School not to accept them back to school for 48 hours after the symptoms have cleared.*





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Website: [www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

Dear Parents,

From 25<sup>th</sup> May 2018 a new Data Protection Regulation (GDPR) came into force. All organisations must have a legal basis for processing your personal information. There are a number of documents which have been collated to ensure we comply with the new regulations.

A copy of the Pupil Privacy Notice is available on our school website. There is also a consent form in order for us to record evidence of your consent to processing your child's data. I would be grateful if this could be signed and returned to school as soon as possible.

Please be aware that we do have a legal obligation to process some information to comply with the Department for Education and to safeguard children's welfare. If you have any questions please do not hesitate to ask.

Yours sincerely

*AJ Blacoe*

Mrs A J Blacoe  
Headteacher





# ST. JAMES' CATHOLIC PRIMARY SCHOOL

All organisations must have a legal basis for processing your personal information or your child's personal data. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. You can give consent for yourself or your child if they are under the age of 13. If your child is 13 or older then they need to give consent themselves.

## The General Data Protection Regulation (GDPR) May 2018 explains that:

Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.

This form is used to record evidence of your explicit consent to process the following personal data.

The Personal data we wish to process is:

- Personal information and contacts (such as name, date of birth, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information
- Special Educational and Disability Needs
- Medical Information
- Attendance information
- Assessment and attainment information
- Behavioural information
- Photographs and Videos
- E-safety
- Trips and Activities

I give my consent for St. James' Catholic Primary School to process my personal information as detailed above and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information, unless there is a legal obligation to do so.

Name:	
Name of child/children:	
Address:	
Phone:	
Email:	
Signed:	
Date:	

If you do not want your child's photograph/video used on our Facebook page/school website or class Dojo, please tick this box



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---

Dear Parents / Carers,

At St James' we regard the safeguarding of the children to be of paramount importance. In the event of your child not being collected by the usual Parent/Carer, we require that anyone collecting your child know a unique password that they can give to a member of staff at the classroom door.

We advise that the password be unique and easy to remember for example the name of a pet or your child's favourite toy.

Each password will be kept within the Foundation Stage.

Please can you complete the form below and return it to school with your application forms.

Thank You

---

## Foundation Stage Password

Parent/Carer Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Unique Password: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



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## Approved Child Pick-Up List - Foundation Stage

To ensure the safety of your child/children we have a password and approved adults system.

Below you will find a form to complete. Please list up to 4 people that you have approved to regularly collect your child (this may include yourself). You will have provided us with a unique password that is specific to your child. This is only to be shared with the people you enter on the form below and nobody else, especially not your child. The approved adults will be required to say the password to a member of staff when collecting your child if necessary.

If your child needs to be collected by someone not on the list below the school should be informed and this person will require the unique password.

### Approved Pick-up List

Child's Name: \_\_\_\_\_

Adults Name

Relationship to child

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



Specialist Schools and Academies Trust  
EXCELLENCE AND DIVERSITY



## The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

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Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity;  
e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school;  
e.g. in class or wider school wall displays or PowerPoint® presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;  
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website; in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.



## The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

*(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)*

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:  
<http://ceop.police.uk/safety-centre/>



## Online Safety agreement form: Parents

**Internet and ICT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

**My daughter / son name(s):** \_\_\_\_\_

**Parent / guardian signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_





# ST. JAMES' CATHOLIC PRIMARY SCHOOL

*We belong to the loving family of St. James'*

Head Teacher: **Mrs. A. J. Blacoe**

Ashurst Road, Ashurst, Skelmersdale. WN8 6TN

T: 01695 728989

Email: [bursar@st-james-pri.lancs.sch.uk](mailto:bursar@st-james-pri.lancs.sch.uk)

[head@st-james-pri.lancs.sch.uk](mailto:head@st-james-pri.lancs.sch.uk)

Website: [www.st-james-pri.lancs.sch.uk](http://www.st-james-pri.lancs.sch.uk)

## PHOTOGRAPH AND VIDEO CONSENT

To ensure that the school is meeting data protection requirements we need to re-ask your consent to take and use photographs, short films and video images of your child.

At St James' Primary School we take all matters relating to child safety very seriously. This includes the use of images of pupils. Photographs and videos can be motivating for the pupils involved, provide a good opportunity to promote the work of the school and are invaluable tools for professional training. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact.

St James' Primary school follows these rules:

- Where media can be accessed externally, for example the school website, school newsletters and the school's social media pages:
  - if the pupil is named, we avoid using their photograph: and
  - if their photograph is used, we avoid naming the pupil.
- Where showcasing examples of pupils work with accompanying photographs around the school, we will use only a child's first name.
- We would only ever use images of pupils in suitable dress.
- Staff are not allowed to take photographs or videos of pupils on their personal equipment.

We would like you consent to take photographs, films and other digital images of your children and to use them in the sorts of ways described above. If you are not happy for you to do this, we will accommodate your preferences.

You may also change your mind at any time in the future by emailing [bursar@st-james-pri.lancs.sch.uk](mailto:bursar@st-james-pri.lancs.sch.uk) or telephoning the school on 01695 728989, or calling in to the school office.

**Please mark YES in the boxes overleaf where you are happy to give your consent or NO if not and return the form to the school as soon as possible.**



**PHOTOGRAPHS**

I am happy for photos of my child to be used by the school, examples of such use include:

- On the website
- On the school's social media i.e. Facebook, Instagram, twitter etc.
- In school newsletters
- In other children's workbooks as evidence of a learning activity
- In school prospectus or staff manuals
- In promotional literature produced by the school

I am happy for photos of my child to be displayed in school. Examples of such displays include:

- To showcase pupils' work and raise attainment standards
- To celebrate achievement
- To record an event
- To support the curriculum

I am happy for photos that include my child to be shown and/or sold to others (we only knowingly sell to families/carers whose children attend our school), examples of such activity include:

- Class photographs

**VIDEOS**

I am happy for the school to take videos of my child, examples of such videos are:

- Class films and other school drama productions
- Lessons or learning activities
- Special events such as trips or visits

I am happy for videos that include my child to be used by the school; examples of such use include:

- On the website
- On the school's social media i.e. Facebook, Instagram, twitter etc.
- For internal professional training.

I am happy for videos that include my child to be shown and /or sold to others (we only knowingly sell to families/carers whose children attend our school) example of such activity include:

- Screenings or sales of copies of class films and other school drama productions
- Showcasing outstanding teaching during external professional training for other schools

I am happy for photographs of my child to appear in the local newspaper

NAME OF CHILD	
NAME OF PARENT/CARER	
SIGNATURE OF PARENT/CARER	
DATE	

**YOU MAY WITHDRAW YOUR CONSENT AT ANY TIME**

If you change your mind on any of the options above, please contact the school via email: [bursar@st-james-pri.lancs.sch.uk](mailto:bursar@st-james-pri.lancs.sch.uk); Telephone 01695 728989; or come into the office. Please note it may not be possible to remove images once published under previously given consent.

