



# ST JAMES' CATHOLIC PRIMARY SCHOOL

APPLICATION PACK





# Nursery Induction Booklet

**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 from 9 months old. 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 or 4  $\frac{1}{2}$  Days.

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.



# TABLE OF CONTENTS

---

Headteacher Introduction and School Information

---

Pupil Data Collection Sheet

---

Application Forms

---

Nursery Contract of Agreement

---

Nappy Changing and Provision of Care

---

Approved Pick Up List and Password

---

The use of digital images and video, social and online media and online safety agreement

---

Photograph and Video Consent

---

GDPR

---

All About Me

---

Agreement for the Provision of Early Year Funding

---

School Uniform

---

What your child needs LIST

---

Term Dates

---

St James' Catholic Primary School, Skelmersdale  
Ashurst Road  
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WN8 6TN

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# "Where we Belong, Believe and Achieve"



## 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.



## "Where we Belong, Believe and Achieve"



### **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.

## "Where we Belong, Believe and Achieve"

*A warm welcome to 'your' school.*



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!



## "Where we Belong, Believe and Achieve"



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 2 years old) to attend our daily Breakfast Club and our 3:20pm Afterschool Club provides care up to 6:00pm - Monday to Thursday and 5:00pm on Friday (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: class DOJO, sending home letters, emails, school website and school Facebook page.

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 J Blacoe*

Mrs A J Blacoe

Headteacher



# "Where we Belong, Believe and Achieve"

## 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 Butterflies (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 and when they are developmentally ready & Potty Trained. The morning session ends at 11:30am (children may stay for lunch (must bring their own) at an extra cost for supervision 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 Headteacher (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. You can be penalty noticed for lateness. 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.**



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## 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 and a letter signed and given to school.

**Lunch Times** – Children can either bring a packed lunch or can purchase a school one (Nursery 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 universal credit, please can you apply for your entitlement of Free School Meals which will generate extra funding to come into our school budget.



# "Where we Belong, Believe and Achieve"

## 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 will 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 and Attendance at Lancashire County Council. Unauthorised absences are counted up and noted on the Annual End of Year Report to Parents. Parents/carers will be asked to attend a meeting if their child becomes persistently absent from school (under 90%). Children that achieve 100% weekly attendance enter a raffle to receive a reward.

School attendance for pupils that fall below 90% is regarded as "Persistent Absence". School will try to work with parents/carers 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 and provide proof of this appointment.

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

