



**WHITFIELD ST JAMES'**  
CE (VC) Primary School  
**2025/2026**

## **Welcome to our school**

We pride ourselves on being a child-centred school, where the staff are caring and compassionate individuals with a genuine desire to develop and provide the best opportunities for all of our pupils. Every pupil has the ability to excel and it is our privilege to help them achieve this. We believe that our pupils have the right to the best quality education and we will continue to strive to provide this to allow all children to develop into independent learners, ready for the next step in their educational journey.

There is a strong sense of community in our school, our links with the local area and parents are strong and we continue to build new links wherever and whenever possible. We are very much looking forward to working with you and your family.

Whitfield St James' is a Church of England (Voluntary Controlled) Primary School. The teaching of the Church of England strengthens the ethos of our school, but all religions are respected and we welcome children and parents from all denominations. Our school motto is 'Working together to achieve our best'.

## **Our Facilities**

Our school buildings are constantly being adapted and updated to meet the changing needs of our children and the curriculum. We have 4 main buildings, over 11 well-resourced classrooms, a library, shared work areas and a hall. Our EYFS building accommodates our Nursery class and our enhanced resource classroom, our EYFS/KS1 building accommodates 3 classrooms and the main building houses some KS1, an enhanced resourced classroom and all the KS2 classrooms. The school office and library are also located in the main building. The last building is called the Garden and houses our Before and After School Club. Our school field is at the end of Pikes Lane and we use that for PE and sports, outdoor activities, and our annual sports day.

Our school grounds provide a valuable learning resource for all of our children and we have facilities for a variety of activities. These include outdoor games, loose parts play, PE spaces and outdoor learning provision. Our large playground is for all children to use, play in and explore during break and lunch times.

## **School times**

### **Nursery**

**8:45am** Meet and greet at the EYFS building

**8:45-11:45am** Morning session

**11:30am** Lunchtime **11:45am** Collection for morning session

**12:30pm** Drop off for the afternoon session

**12:30-3:30pm** Afternoon session

**3:30pm** Home time



## **Reception**

**8:45am** School gates are opened and a member of staff from each class is at the classroom door ready to meet and greet the children.

**8:55am** Register the children and phonics

**9:30-10:30am** Session 1

**10:30-10:45am** Snack time

**10:45-11:45am** Session 2

**11:45-1:00pm** Lunch time

**1:00-2:00pm** Session 3

**2:00-3:30pm** Session 4

Children have access to the outside area throughout the day so don't have a designated break time. These are rough timings as we use the continuous provision approach in Reception which encourages the children to explore and learn in lots of different areas across the classroom/outside areas.

## **KS1 and KS2**

**8:45am** School gates are opened and children go straight into their classrooms from the playground.

**8:55am** Register the children

**9:00-10:30am** Session 1

**10:30-10:45am** Break time

**10:45-12:00pm** Session 2

**12:00-1:00pm** Lunch time

**1:00-2:00pm** Session 3

(KS1 have a break time in the afternoon)

**2:00-3:00pm** Session 4

**3:00-3:30pm** Collective worship

**End of the day:**

- **EYFS/KS1** Please go to your child's classroom 'outside' door
- **KS2** Please meet your child on the main playground



## **Wrap Around Care**

We have a wonderful breakfast and after school club called 'The Orchard'. Our before school club opens at 7.30 to 8.45am and our after-school club operates from 3.30-6.00pm. We charge £2.25 per half hour which includes various activities, breakfast (in the morning) and a snack (in the afternoon). The after-school club can be combined with other school activities, e.g. art club from 3.30-4.30 and then after school club from 4.30-6.00 (if required). If children are not collected from the playground at the end of the school day by 3.40pm they will be placed in emergency child care with our after-school provision for which parents will be charged. For more information, please contact the school office.

## **School Uniform**

Navy sweatshirt/cardigan/fleece

White polo shirt

Black or grey trousers/skirt/shorts

Blue and white gingham summer dress/pinafore (optional)

Black shoes of a sensible style that are appropriate for playing out in all weathers, or plain black trainers

Black/grey or white socks/black/grey or blue tights

## **PE Kit**

Our PE kit is a white t-shirt/polo shirt, black shorts and trainers. We also advise that children have a black tracksuit or leggings and a black or navy blue sweatshirt for outdoor PE. We also allow a navy blue or black hooded jumper/sweatshirt on PE days – you can also buy a school hooded jumper with a logo from Bulldog Fashion.

Please make sure that all items of clothing, including shoes and PE kit, are clearly labelled with your child's name. We recommend sew in or iron on labels as these last much longer than marker pens.

Children in Reception are asked to bring their PE kit into school as this is one of the self-care assessments which school needs to complete.

All other children are invited to come into school wearing their PE kit on their PE days. You will find out your child's PE days through Class Dojo/newsletters.

Uniform and PE t-shirts/jumpers with the school logo can be purchased from Bulldog Fashion, 60 Surrey Street, SK13 7AJ. 01457 867096.

Whilst we do not insist that your child wears uniform with the school logo, we do like children to wear the school colours and expect all our children to be smartly turned out.

We often run 'Clothing giveaways' with second hand school uniform/clothing or you can find additional second hand uniform at The Hummingbirds Project – Unit 3C Surrey Street, Glossop, 07748067169.

If your child has any sensory differences with uniform please contact Mr Ford (Acting Head of school or Mrs Woods SENDCO).

## **Accessories**

Jewellery should be limited to a watch and small, plain stud earrings. Earrings should be removed for PE for health and safety reasons, if this is not possible please provide tape for your child to cover their earrings with. If you wish your child to have their ears pierced, please do this at the beginning of the summer holidays to allow six weeks healing time.

Children's headwear should be minimal: bobbles, slides and plain headbands only please. Long hair should be tied back whilst your child is in school.

## **School Dinners**

The Government currently funds 'universal' free school meals for all children in Reception, Year 1 and Year 2. Your child may also be entitled to free school meals. In order to find out if your child is entitled to free meals, all families will be asked to complete a registration form (Appendix 3). If your child is in Nursery and is staying for the full day you will be able to buy a meal for them if required. Meals are cooked on the premises by Derbyshire Catering Service and follow government nutritional guidelines. Our kitchen has a five-star hygiene rating. Menus are distributed termly with a vegetarian and non-vegetarian option which can be also found online at <https://www2.myschoollunch.co.uk/derbyshire/primary-schools/about-us/menu/>. Your child may bring a packed lunch if you prefer and some children alternate between dinners and packed lunches.

School dinners are currently £3.25 per day and we currently use 'School Money', an online system for payment of school dinners which you will be set up on when your child starts with us. We also use School Money for the online payment of trips and our before and after school club billing.

## **Safeguarding**

At Whitfield St James' CE (VC) Primary School we are committed to ensuring that the safety of our children is given the highest priority. We recognise that as a school community we have a duty of care to our pupils and will work together to ensure that they are safe. We also have a responsibility to listen to and respond to pupil's concerns and report any potential issues of neglect or child abuse to Social Care. We are part of a Family Support Worker Group and have access to parenting classes and support. Our policies for Child Protection and Safeguarding can be found on our website.

- Our Designated Safeguarding Lead is Craig Woodward (Headteacher).
- Our Deputy Safeguarding Lead is Leo Ford (Acting Head of School).
- Our key stage leaders Natasha Cox and Sarah Kuczaj have also completed the DSL training.
- Our Safeguarding governor is Rachael Hough.

## **Special Educational Needs / Accessibility**

We are committed to meeting the needs of all pupils and have up to date Special Educational Needs (SEN), Disability, Equality and Accessibility policies, all of which can be found on our website. Our SENDCo is Mrs Woods. Our policies cover the needs of parents and carers as well

as children. We work closely with the SEND section of the Local Authority and a range of specialist services to support children and aim to make the school as accessible as possible for everyone. We have a governor dedicated to SEN pupils and it is their responsibility to ensure the governing body is kept up to date with policies and issues impacting on our SEN provision. All our staff have regular up to date training to ensure that we are able to meet all the needs of all pupils. If you have any queries about SEND and your child, please contact Mrs Woods either by email or send her a message on Class Dojo.

### **Absence from School**

We support the Government's drive to maintain the highest possible attendance levels in schools. Going to school regularly is important to your child's future and by law, all children of compulsory school age (from age 5) must receive a suitable full-time education. You are legally responsible for making sure they attend regularly. We encourage you to arrange appointments and outings after school hours to prevent disruption to your child's education. We will not authorise your child going on holiday during term time (unless there are exceptional circumstances) and Derbyshire County Council may take action if this results in a prolonged absence. The government have released new, stricter guidelines from September 2024. We do however appreciate that there are many different issues which can affect school attendance and we would encourage you to come to the school first to discuss any problems and how we might be able to help.

If your child is off sick, please call the school on each day of their illness or fill in the absence form on our school website. Should your child need to attend an appointment please notify us in advance. Please also note that the school day starts promptly at 8.55am and arriving late can have a negative effect on your child's learning and disrupt the rest of the class. You will also need to sign your child in.

### **Travelling to School**

Parents and pupils are strongly encouraged to avoid driving to school whenever possible, to help reduce congestion and pollution in roads around our school. Please see our travel plan (Appendix 2), to help keep our children safer and provide more opportunities for exercise. We have scooter and bike storage within the school grounds, with many children using this facility. Please provide your own lock if you want to secure your child's scooter or bike. We are happy for pupils to cycle or scoot to school but ask that they do so safely and show respect for other pedestrians. Children should get off their scooters and bikes at the school gate to wheel them to the storage area. The school does not accept liability for loss and/or damage.

We understand that you may need to drive to school. When parking your car, please do so considerately of our neighbours and residents and do not block sight lines and crossing points which can put children at greater risk. For safety reasons we ask you not to drive down Chadwick Street at the start and the end of the school day or attempt to park outside any of the neighbours' garages/driveways or in the staff carpark at any time. This is private property. You should also observe parking and stopping restrictions outside the school gates and do not park on hatched marking or zig-zag lines at any time. The safety of all our pupils is our priority.

## **First Aid, Medicines and Health Needs**

The school keeps records of any health problems and allergies your child may have and you will be asked to update these details every year (or sooner if they change). We will always aim to meet the medical needs of your child – please let us know if special arrangements are necessary.

If your child has an inhaler, please ensure that the school office is notified and the inhaler is in date and clearly named. Inhalers for younger children will be kept by the teacher in their classroom and their use will be supervised. Pupils in year 3 and above are allowed to look after their own inhalers but they can be kept by the teacher if needed.

The school will only administer prescribed medicine if this cannot be reasonably administered at home. A consent form must be completed prior to medicines being administered, these are located in our school office.

The school has a Sun Safety Policy and recommends that children wear hats when playing out in hot weather. Sun creams should be applied at home when necessary. Children may bring and apply their own sun cream, please label bottles with your child's name. Staff are unable to help put sun cream on.

## **Behaviour and Rewards Policy**

We use Class Dojo as our main behaviour system. This is an online application which allows parents to see what your child has done well and what they need to improve on instantly. Children build up points and earn prizes. We pride ourselves on having high levels of positive behaviour in school and we expect children to reach them. We seek to reward and believe that rewarding positive behaviour will help us to ensure the highest possible quality of education for all our children. There are a range of reward systems in place at our school: Star of the Week certificates, Christian Values of the Week award, prizes and text messages home etc. These are reviewed regularly to ensure they continue to achieve the aim of rewarding and motivating pupils.

## **Working with Parents**

Good communication between school and parents is vital if children are to be happy and well supported at school and we pride ourselves on having positive relationships with parents.

## **Class Dojo**

Parents/guardians are invited to sign up to Class Dojo, when your child starts school, to keep up to date with what is going on in your child's class and the school.

We use Class Dojo to communicate events, what is happening in classes and the school. You are also able to communicate with teachers directly via the private messaging service. Please be aware that Headteacher or Acting Head of School also have access to these messages. As part of our Class Dojo policy, teachers have 'quiet hours' where they will not receive notifications until the next working day and working hours.

## **Parents' Evenings and School Reports**

Parents' evenings are held twice a year, normally in September and February (depending on half term holidays). We meet early in the school year so that we can discuss how well we think your child has settled in and to address any issues early on. Children's targets are also shared with parents and offer suggestions on how you can help your child at home. The February meeting is an opportunity to discuss your child's progress and review targets.

Written reports are sent out in July and there is a further opportunity to meet with your child's teacher (if required). As well as formal meetings, many parents can talk to their child's teacher or a member of the Senior Leadership Team on an informal basis. Appointments can be made by calling the school office or messaging on Class Dojo.

## **Parent Helpers**

Many activities in school rely on parent helpers. We often invite parents (and grandparents) to help out on trips, listen to readers and accompany children to the swimming baths. We also have volunteers working with groups of children, running lunchtime and after school clubs e.g. climbing club and football. All parent helpers in school must have had DBS checks and/or a risk assessment in place.

## **How to contact School**

There are multiple ways you can contact school, you can phone the school office on 01457-852427, email the office at [office@st-james.derbyshire.sch.uk](mailto:office@st-james.derbyshire.sch.uk) or if you would prefer to contact the class teacher directly you can do this using Class Dojo. Please be aware that staff won't be able to instantly reply to your message and there are 'quiet hours' where staff do not get notified of messages until the next day.

## **Class and School Updates**

Updates are published weekly from class teachers on Class Dojo. These updates will let you know the learning for the week, any updates in terms of trips or events and any other important information. There will also be regular updates from the head teacher. These should keep you up to date with all that goes on in school.

## **Text Messaging**

We have a text messaging system in place which parents find invaluable for keeping them up to date, particularly with last minute news such as cancellation of after school clubs, school closure, event reminders etc.



## **Extra-Curricular Activities**

### **Clubs**

The children at Whitfield St James' enjoy a range of extra-curricular activities, some of these are clubs run by external providers and carry a small charge. Clubs vary throughout the year, depending upon the weather and availability of staff but the list below gives the types of activities that have been available over the past year:

Climbing, Football, Multi-sports, Music, Gymnastics, Dance and Art

We also have good links with local sporting clubs and community organisations and regularly arrange for visitors to work with our children in school. The school office keep an up to date list and timetable of extra-curricular activities.

### **Supporters of the school**

#### **PTA**

The PTA is made up of parents, friends of the school and staff and is a very important part of our school. The PTA holds a range of events throughout the year such as film nights, chocolate tombolas and a Christmas and Summer Fair. All money that is raised is spent on additional resources and activities for the children. This includes subsidising trips and visits as well as buying equipment. Most recently, the PTA have raised money for iPads and books for our school!

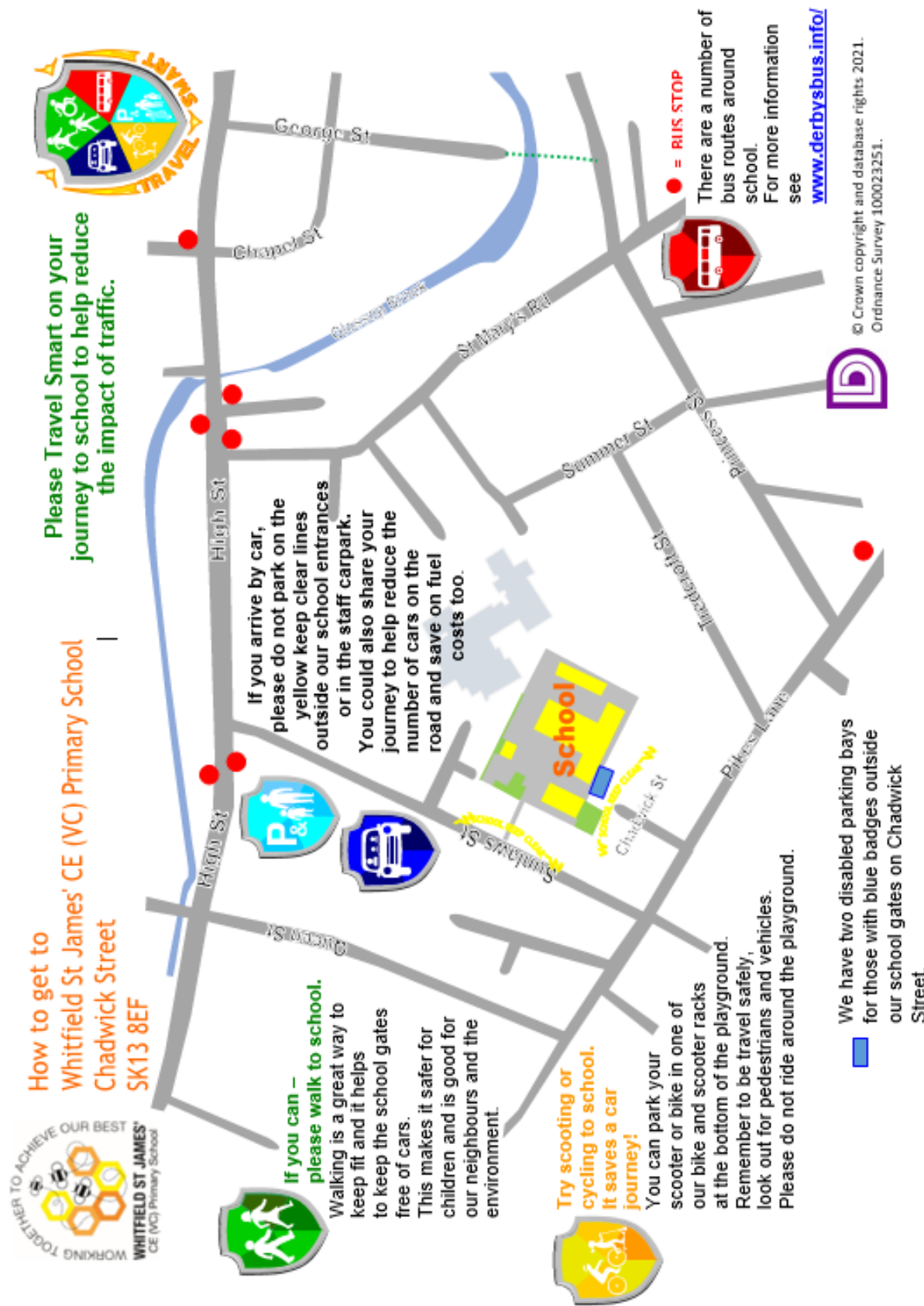
#### **Governors**

We have a supportive and hard-working team of governors who act as a 'critical friend' to our school. As well as their more formal roles of overseeing the strategic management of finance, personnel and the curriculum they can often be found helping out at school events or working with children. A full list of our governors can be found on our website. If you would like any further information about the role of the governors please contact Charles Sutcliffe, Chair of Governors.

## Appendix 1 Staff list

Name	Role and Responsibilities	
Mr Woodward	Headteacher Designated Safeguarding Lead SLT	
Mr Ford	Acting Head of School Deputy Designated Safeguarding Lead SLT SENDCo and Inclusion leader	
Mrs Cox	EYFS and KS1 Lead and Reception Teacher EYFS/KS1 English and Maths Lead SLT	
Miss Kuczaj	KS2 Lead and Year 6 Teacher KS2 English and Maths Lead SLT	
Miss Bayliss	Business Manager	
Mrs Halloran	Business Assistant	
Miss Horrocks	Business Assistant and BASC Coordinator	

## Appendix 2 – Travel plan



## Appendix 3 – Free school meals registration forms



CONTROLLED

### Application for Pupil Premium Funding

We are asking all parents and guardians of children who will be attending a Derbyshire school in any class including Nursery Classes (aged 3 or 4 years old) to complete and return the form below. We will then be able to confirm whether the school is entitled to claim the Pupil Premium for your child. The Pupil Premium provides extra funding within the school for additional equipment and support. Please complete all sections of this form and return it to your school for processing in accordance with **GDPR** and the Council's Information Management policy.

Schools will be advised on the results of the eligibility status and any changes to this status on a monthly basis.

Name of School	
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Please enter all children in family.

Child's Surname	Child's First Name	Date of Birth	Name of School Attending

Please provide Parent/Guardian Details (this information is required by HMRC to process the Pupil Premium funding).

Surname	First Name	Date of Birth	National Insurance No	Telephone Number

The information I have given on this form is complete and accurate. I will notify Derbyshire County Council of any change in circumstance during the school life of my child/ren whilst attending schools in Derbyshire. I agree that Derbyshire County Council can use the information I have provided for the purpose of collating information and making the application for Pupil Premium Funding.

Pupils eligible for Pupil Premium, due to economic circumstances, will also be eligible for Free School Meals. Staff within your child's school will be able to advise further on this.

Signature of parent/guardian: ..... Date: .....

**Please return to school as soon as possible.**