



**St John & St James
Church of England Primary School**

London Borough of Enfield

BELIEVE AND ACHIEVE



St John and St James Church of England Primary school is voluntary aided (VA) and is a co-educational school funded by the London Borough of Enfield and administered jointly with the London Diocesan Board for Schools (LDBS).

Headteacher: Mrs Heather Knightley

Acting Deputy Headteacher: Mrs Andrea Molloy

Finance Manager and PA to Headteacher: Karen Rhatigan

Chair of Governors: Gloria Powell c/o the school office

School Telephone number: 020 8807 2578

School Fax number: 020 8807 9785

Email: office@stjohnandjames.enfield.sch.uk

Website: www.stjohnandjames.enfield.sch.uk

SCHOOL OFFICE HOURS

8.30am – 4.00pm MONDAY to FRIDAY



SCHOOL AIMS

- To provide our pupils with a firm education in the Christian faith in hope that one day they will make it their own and that this will provide them with the solid foundation needed to help them meet the demands, uncertainties and challenges of life.
- To provide an education of the highest standard for all pupils regardless of ability, special needs, physical disability, gender, culture or ethnic origin;
- To create a positive learning environment that enables all pupils to realise their full potential in all areas of the curriculum and to ensure that all pupils have equal opportunities to succeed;
- To provide a secure, happy and caring environment in which all pupils feel valued and are safe from the effects and threat of bullying, racial abuse and discrimination;
- To encourage in our pupils respect for others, good manners, pride in work and a sense of social responsibility for the whole community;
- To teach our pupils the value of teamwork and the social skills that will enable them to work effectively and co-operatively with others in all areas of life;
- To develop a clear sense of right and wrong in all pupils, firmly based on Christian principles;
- To teach our pupils to value and respect everyone equally and to celebrate the cultural diversity of our community
- To encourage the pupils of St John and St James to become wise trustees of the earth's resources and environment and to mature into responsible, courageous and proactive members of the community;



THE GOVERNING BODY OF ST JOHN & ST JAMES CE PRIMARY SCHOOL

The Governing Body of the schools meets at least once each half term. The Governing body consists of members from the local parishes, local churches, local community representatives, parents, staff representatives and from the London Diocesan Board for schools. The Governing body have legal duties, powers and responsibility. The list of school governors is available in the main reception area.

SCHOOL MAINTENANCE FUND (SMF)

Our wonderful new and refurbished buildings is maintained by the London Diocesan Board for Schools' Maintenance' Scheme, As St John & St James is a Voluntary Aided School and part of the LDBS , the Governors are required each year to pay into the Diocesan Maintenance Fund a sum for every child in the school. The fund is used to pay for repairs, redecoration, alterations and additions to all Church Schools within the Diocese. The Governors have no income to meet these payments and all parents are asked and it is hoped that all will make a voluntary contribution of £39.00 each year to cover the cost. Each Parent/Carer will be sent a letter asking them to donate to the School Maintenance fund. It is hoped that tax paying parents will consider 'Gift Aiding' their payments , as for every £1.00 contributed a further 25p can be reclaimed from the Inland Revenue. Gift Aid forms are available from the School Office.

INSURANCE

St John & St James CE School does not provide cover for personal accidents to pupils. The London Diocesan Board for schools recommends a pupil personal accident insurance scheme, which would cover your child for 365 days at a reasonable cost. If you would like more information please send a request c/o clerk to the governors.

ADMISSIONS POLICY

St John & St James is an Inclusive school that welcomes children of Christian families, other faiths and none. The Governing Body and the school are proud of the Christian values and ethos of our school and hope that parents choosing to send their children to St John & St James will embrace and participate in the Christian traditions of the school. It is hoped that parents will be in sympathy with the Religious Education and Christian worship of the school (which reflects the practice of the Church of England) as it permeates all the work and influences the attitudes and relationships of everyone within the school.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, in order of priority.

ADMISSION POLICY

Parents wishing to apply for a place in the reception class are invited to contact the school in the school year prior to their child starting school. Parents are required to complete a Local authority



application form and an additional School form. These forms need to be submitted at any time before the end of January of the admission year.

Admissions Criteria

When considering applications for admission to the school the Governors will admit candidates in the following order:

- 1. Children who are in public care (looked after children)**
- 2. Children whose parents are communicant members of and 'regularly worship' (at least twice a month) at St John the Baptist & St James Church and St Johns.**
- 3. Children whose parents are communicant members of and 'regularly worship' at any other local Church of England Church.**
- 4. Children whose parents are member of and 'regularly worship' in local Churches and Chapels of other Christian Denominations (i.e. churches affiliated to Churches Together in Britain & Ireland and The Evangelical Alliance and The Caribbean Evangelical Alliance).**
- 5. Children of parents / carers not falling within the criteria above but who live in close proximity to the school.**

In the event that there are more applications than places, the distance of the child's home from St John & St James School in a straight line, will be taken into account for each category.

Please Note

(a) Regularly worship – By regularly we mean worship at church by a parent / carer, at least twice monthly over a period of 12 months, prior to the admissions meeting in February. References will be sought via the Supplementary Information Form which should be returned to the school.

(b) Late applications – The forms of unsuccessful and late applicants (i.e. forms arriving after the closing date) are retained by the school for one school year. If a place becomes available, it will always be allocated according to the published criteria.

When admitting children, we follow the above procedure. If you are not offered a place at St John & St James CE Primary School, you have the right to appeal against the School's decision.

APPEALS PROCEDURE

Unsuccessful applicants may appeal against a decision regarding entry of a child who would be at least five years old within six months of the date of admission to the school.

The Governors wish to deal with appeals on a personal conciliatory basis in the first instance, though any unsuccessful applicant may choose to opt for a formal hearing. A request for reconsideration of the refusal should be presented in writing to the chair of Governors.

Should parents wish to seek a formal hearing of their appeal, this should be presented in writing to the Clerk of Appeals Committee c/o the School within fourteen days of receipt of the decision to refuse a place. The appeal would be heard by an independent Appeals Committee and appellants would have an opportunity to represent their case in writing or in person. They could be accompanied by a friend or could be represented. Details of the



date, time and place would be sent to them giving at least twenty one day's notice from the time of posting to the date of the Appeals Committee Hearing, unless they consent in writing to shorter period of notice.

RAISING CONCERNS AND RESOLVING COMPLAINTS

From time to time parents, and other connected with the school, may become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'General Complaints Procedure'.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlike to recur.

The governors have adopted the LDBS Complaints policy. Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

SCHOOL ADMISSION ARRANGEMENTS

Parents must complete a school nursery application form by the end of March in the year their child is due to start nursery.

Parents wishing to apply for a Reception class place (the school year your child will be 5) must complete a London Borough of Enfield application form and also a St John & St James supplementary application form by the end of January. You can obtain both their form from the School Office.

Mid year application forms can also be obtained from the School Office.

We welcome visits from prospective parents and ask that appointed are requested through the school office.

Parents will be asked to supply written evidence confirming that they are practising Anglicans or Christians by having a section of the supplementary form completed at their place of worship. The enable to admissions committee to consider order of priority of places as outlined in the school's admissions policy if over subscribed.

Provisional places will be decided by the admissions committee and parents will be notified by the end of the Spring Term.

Unsuccessful applicants may appeal against the decision as outlined previously.



NURSERY CLASSES

Nursery children are normally admitted in the September following their third birthday. Parents of children on the waiting list for the nursery will be informed when a space is available and given dates and times of admission.

A place in the nursery does not automatically entitle a child to enter our reception classes. A NEW APPLICATION MUST BE MADE.

RECEPTION CLASSES

The Governors admit thirty children to each Reception class, sixty in total each year.

Admission of the reception children is staggered and part time until the middle of October. Children will be offered either a morning or an afternoon session. It is hoped that all children will be full time by the end of the first half term.

ALL OTHER CLASSES

Admission to other classes in the school is prioritised according to the admission category and children are offered places as vacancies arise. Class numbers do not exceed 30 children per class.

SCHOOL INFORMATION

Foundation (EYFS)

Nursery am St Peter NP am

Nursery pm St Paul NP pm

Parents are encouraged to stay with their children in the class until they are fully settled and it is hoped that parents will continue to visit the nursery and spend time with their children throughout the year.

The nursery aims to help all children develop socially, emotionally, spiritually, physically, intellectually and encourage clear articulate speech and self-confidence. All this is accomplished through both free and structured play both inside and outside.

The staff in the nursery work as a team. There is one teacher and two nursery nurses in attendance every day who will give your child their best possible attention and care. There are days when there may be an additional teacher and/or nursery nurses. If you are worried about your child in any way, please don't hesitate to discuss the problem with members of the staff team and/or the Deputy Headteacher, who will do their best to assist you.

Reception classes	St Christopher	RC	(4 - 5 years)
	St Nicholas	RN	(4 - 5 years)



Key Stage One

Year 1 St Mary (5 - 6 years)
 St Andrew

Year 2 St Francis (6 - 7 years)
 St Elizabeth

Key Stage Two

Year 3 St James (7 - 8 years)
 St David

Year 4 St George (8 - 9 years)
 St Winifred

Year 5 St Teresa (9 - 10 years)
 St Patrick

Year 6 St John the Baptist (10 - 11 years)

Teachers work with the class, groups of children or individuals ensuring that each child is given tasks appropriate to his/her ability. Each day, in addition to the class teacher, there may be an additional teacher, teaching assistants, SEN teaching assistants, learning support assistants and students working with your child.

The school is keen for parents to assist and support either by being a volunteer during the school day assisting with individual reading or similar roles and helping with school trips. If you are able to help please see the class teacher.

PROVISION FOR CHILDREN WITH SPECIAL NEEDS

The school follows the Code of Practice from the Department for Education (DfE). This school follows guidance on SEND as laid down in this code of practice and, with the Governors have agreed a SEND policy.

A child has special educational needs if s/he has difficulty in any of the following areas:

- Communication and interaction
- Cognition and learning
- Behaviour, emotional and social development
- Sensory and/or physical needs

As a school we are committed to early identification and intervention to ensure all children have full access to an appropriate curriculum. At all stages parents/carers are informed and involved and the school works closely with external support services.

The first level is **SCHOOL ACTION**. If your child is identified at School Action, the school will use its own resources to provide additional support for your child either within their class or with additional support by staff outside the classroom.



The second level is **SCHOOL ACTION PLUS**. If your child is identified at School Action Plus, in addition to the school providing additional support in school using its own resources, school will also have additional access to external services and support such as speech therapist, behavioural support services or educational psychologists.

Miss Moore is the Inclusion Manager for the School.

Mrs Russell is the SENCO for the School

PROVISION FOR CHILDREN FOR WHOM ENGLISH IS NOT THEIR FIRST LANGUAGE

As a school we are committed to early intervention to ensure all children have full access to our curriculum. Provision for children for whom English is not their first language is provided either as individuals or in small groups.

CHILD PROTECTION

It is everyone's responsibility in our school and community to ensure that all our children are protected from abuse whether physical, emotional or sexual or neglect from either members of their family or people they know and trust.

Schools are under a legal duty to look out for signs of abuse in children and to report any cases of suspected abuse to Social Services, who will then carry out any necessary investigation. Guidelines for schools in carrying out this duty are contained in the Local Authority's Child Protection Handbook.

Schools are also legally required to provide relevant information on children to Social Services as part of any investigation and to share information at multi-agency child protection case conferences, to which parents are usually invited. Whilst schools aim to work in partnership with parents, in relation to child abuse, the welfare of the child and their safety and protection is the over-riding consideration for schools at all times.

OUR SCHOOL RULES

1. **The School bell rings at 8.50am and again at the beginning of the school day at 8.55am. CHILDREN AND PARENTS ARE EXPECTED TO BE PUNCTUAL.** All children who arrive after the beginning of the school day must sign in at the school office and are registered in our LATE register. On occasions when the weather is at its extreme, children will be able to enter the school building and be supervised until 8.50am when they will go to their classes.
2. **All children should be collected by an adult promptly at 3.30pm.** The school will ensure that children are dismissed on time. From time to time delays may be caused by 'party bags' being given out. We will ensure that children are dismissed promptly. Late pick ups are monitored and recorded. All adults will be required to sign and date when collecting a child after 3.45pm. The school is required to refer consistent lateness to the local Education Authority.
3. **NO SWEETS OR FIZZY DRINKS** should be brought to school or placed in packed lunches. No glass bottles or canned drinks are also not allowed. Water is available throughout the day for the children.



4. Toys and other personal possessions, unless part of a themed day, **should NOT** be brought into school as squabbles often lead to arguments relating to ownership and takes up adults time sorting it out.
5. **NO JEWELLERY** should not be worn in school. Staff cannot accept responsibility for jewellery or watches. Only small stud earring can be worn.
6. **NO SMOKING or CHEWING GUM** on school premises.
7. **DOGS are NOT ALLOWED IN SCHOOL GROUNDS.**
8. Bikes and scooters **should NOT** be ridden in school grounds.
9. Mobile Phone Policy: Adults are politely asked to refrain from using their mobile phone in school. Key stage one children should NOT bring mobile phones to school. Any year 5 or year 6 child who brings a mobile phone to school should turn off their phone when they enter the building. They should hand their phone to their teacher at the beginning of every day and collect it at the end of the school day. Mobile phones should NOT be used during the school day. The school does not take responsibility for any mobile phone brought into school.
10. Children may not be left unattended at any time. If children fail to complete work in a given time or it is poorly presented, they will be kept in by their class teacher to complete work or on occasions unfinished work will be sent home to be completed.

DAILY ARRANGEMENTS

BEFORE SCHOOL

- For your child's safety, parents of key stage one children must stay with them in the playground until they enter the school building between 8.50 and 8.55 am
- If you arrive late and the playground gates are locked, please take your child round to the front entrance and report to the Reception Desk.

AFTER SCHOOL

- Please collect your child promptly at 3.30 pm from the MUGA.
- Children will not be allowed to leave the school until the teacher can see their parent(s) or child-minder in the infant playground
- If you know that you are going to be late collecting your child for reasons beyond your control, please telephone the school (020 8807 2578) in good time.
- If you have a child in both Key Stage One and Key Stage Two you must still collect your younger child first. Foundation/Key Stage One children not collected on time become distressed very quickly.
- Children not collected by 3.40 pm will be taken to the main Reception Desk. Parents/child-minders must collect their child at the main entrance



Late pick-ups are monitored by the Headteacher. Persistent late pick-ups may be referred to Education Welfare Services

SCHOOL DAY

8.00am	Breakfast Club commences for registered children ONLY
8.40am	School gates open Senior member of staff on duty in MUGA from 8.40am until 8.59am.
8.45am	Nursery commences
8.50am	Staggered beginning of school day for children from reception classes to year six... Children can enter the school building and their classrooms where teachers are there to greet them.
8.55am	The school bell rings. Beginning of school day.
9.00am	Registration (All children should be in class ready to begin work) School Gates are CLOSED. All children arriving after this time must enter school via the main office and obtained a late slip from the School Office.
11.45am	End of am Nursery
11.45am – 1.30pm	Staggered lunchtime (Pupil from reception classes to year 6 have their lunch time break during this time. All classes have 1 hour break.)
3.25pm	School gates into the MUGA are opened for parents to collect their children. PLEASE DO NOT STAND BY THE ENTRANCE INTO THE PLAYGROUND AS THIS IS A HAZARD FOR ALL THE CHILDREN
3.30pm	School day ends
3.40pm	School gates are closed. All children who have not been collected will be taken into the school and need to be collected from the main reception area.
4.30pm	After schools clubs finish. Please wait for children outside the main reception area as we do not have sufficient space for parents to wait inside.



6.00pm

Tea Time Club closes – for registered children ONLY

SCHOOL MEALS

Children may stay at school for a school meal if parents wish them to do so. The cost of a school meal is currently £2.00 per day (£10.00 per week) **payable in advance on Monday mornings.**

Please send money in an envelope labelled with the child's name, payment envelopes are available from the school office. We will not accept monies that are not in a sealed envelope. It is school policy not to send home change with the children. If possible please send in the right amount (cheques are acceptable, made payable to St John & St James CE Primary School, but please write your child's name on the back and your cheque guarantee number). If there is any change due this will be credited to your child's account (i.e. in the case of dinner money a credit will be used in the following week and Development Fund in the following term).

In line with the school's Debt Policy, non payment of dinner money will result in the suspension of a hot meal from school and parent providing a packed lunch from home until the debt is paid. Letters will be sent weekly until the debt is paid.

Meals have to be ordered in advance and children cannot change from one day to the next. If a child wishes to change from a packed lunch to a school dinner or vice versa a minimum of a weeks notice is required. If you prefer your child to bring a packed lunch to school, please remember the following:

- (a) Packed lunches must be in one container, **clearly marked with the child's name**
- (b) If you wish to change from a packed lunch to a school meal, or the reverse, please give us notice **in writing**. We can only accept a change at the beginning of a new half term
- (c) Ensure that your child's lunchbox is filled with good balanced food (i.e. a sandwich, piece of fruit, packet of crisps, or biscuits). Drinks are allowed if they are in a carton, plastic bottle or flask. Fizzy drinks in cans or bottles are not allowed neither are sweets. We are promoting 'healthy eating' and lunchboxes are monitored and a comment slip will be sent home if anything inappropriate is found.

FREE SCHOOL MEALS

If you think you are entitled to free school meals please collect a form from the school office. Please return the completed form to the School office or direct to Enfield Civic Centre, Silver Street, Enfield.

Any meal taken before the free school meal forms have been processed and agreed **MUST BE PAID FOR.**

ILLNESS AND ABSENCE



If your child is sick (i.e. vomits or has diarrhoea) at home or in school and is sent home, please keep them at home for **48hours** to avoid possible spread of infection even if your child feels well enough to return.

When a child has been absent from school for any reason a note must be sent on their **return**. Please inform the school if you think your child is going to be away for more than three days due to prolonged illness or injury.

If, for any reason, you need to collect your child during school hours, you will be asked to sign your child out of school by entering their name in the early collections book which is kept in the school office. This is an essential precaution in case of a fire alert etc.

We strongly discourage removing children during term time for holidays on LA advice, however if you are taking your child on holiday during term time, you must obtain permission from the Headteacher at least two weeks in advance. **This is a legal requirement**. No more than 10 days authorised leave shall be granted in any academic year.

MEDICINES

We have clear advice and guidelines from the Local Authority regarding the administration of medicines in school. There are two main circumstances in which requests for medication to be given whilst in school may be made to the Headteacher:

- (a) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy
- (b) Cases where children, recovering from short-term illness, are well enough to return to school but are still taking prescribed medicine.

Wherever it is possible a parent should administer medicine at home. The following safeguards should be observed when a Headteacher accepts responsibility for the administering of medicines to children:

- (a) A doctor's note should be received, preferably delivered by the parents, to the effect that it is necessary for the child to take medicine during school hours
- (b) The medicine should be delivered by the parent, **not the child**, to the Headteacher, the Deputy Head, Assistant Headteacher or the School Office
- (c) **ONLY ONE DOSE OF THE CORRECT AMOUNT** may be sent in a container, clearly labelled with the child's name and class and the time it must be taken.

SCHOOL UNIFORM

NURSERY

Please see separate booklet.

SCHOOL UNIFORM



The school has a school uniform that must be worn by all children. We are proud of our school uniform as it identifies us as a school community. We ask that all parents support us by ensuring that your child comes to school dressed in the correct uniform at all times.

Please enquiry at the school office for places to purchase own school uniform.

GIRLS

Grey tunic / skirt / trousers*
White long or short sleeved blouse*
School jumper / cardigan
School tie
Plain white socks or white, black or grey tights*
Black Shoes
School fleece (optional)

School PE top; gold

School PE shorts, maroon

School PE sweatshirt, yellow (KS2) (optional)

Jogging Bottoms, black*

During the summer (JUNE/JULY) girls may also wear the following items:

School dress, pink & white check
White school polo shirt or open necked blouse*

BOYS

Grey long or short trousers*
White long or short sleeved shirt*
School jumper
School tie
Plain grey or black socks*
Black Shoes
School fleece (optional)

School PE top; maroon

School PE shorts, maroon

School PE sweatshirt, maroon (KS2) (optional)

Jogging Bottoms, black*

During the summer (JUNE/JULY), boys may also wear the following items:

White school polo shirt

Please note your child must wear a tie at all times. However, during the summer, if your child wears an open necked blouse or a white school polo shirt they do not have to wear a tie. Trainers are not allowed at any time. Should your child come to school without the correct uniform, a letter will be sent home informing you of any unsuitable clothing or footwear. School uniform can be ordered through the school office unless marked with * and these items can be purchased from any high street store.

JEWELLERY

Please ensure your child does not wear jewellery to school. If your child has pierced ears, they should only wear small studs. Watches may be worn from year 3.

HAIR ACCESSORIES

For health and safety reasons children should only wear soft hair accessories. Hard bobbles/hair ties will be removed and handed to parents at the end of the school day.

TRAINERS AND BOOTS

Trainers and Boots should NOT be worn in school at any time. Pupils should wear sensible black leather shoes for school. Please ensure that your child is wearing shoes they can manage to undo and do up themselves. In the summer children can wear sandals (NO flip flops or backless shoes) and socks.



LOST PROPERTY

All clothing must be named, ideally with a permanent marker or sewn in labels. Clothing not names cannot be returned and will be put into the Lost Property box by our stairwells. Unclaimed items are disposed of at the end of each term.

HOME READING

Please send your child's book bag into school every day. At the beginning they will have the chance to choose a book to take home for **YOU** to read to them. As the year progresses your child will also bring a reading book home which they will read to you. Please check your child's book bag every day after school and empty any letters or information out as this way it is easy for your child to find their library book when it is their turn to change it.

From year 3 all children are asked to write a Reading Review every week

HOME SCHOOL BOOK

On every Friday your child will bring a book home which is to be filled in over the weekend as part of their homework. Please help your child to just use one page; they can either draw a picture, cut out a photograph or picture, if they have been shopping with you they could use the receipt and if they have travelled on a bus they could use the ticket. You can write down what things your child has done. During the week, your child will have the opportunity to show their books to their friends.

ADDITIONAL INFORMATION

- Fruit is provided for all Foundation/Key Stage One children to eat at morning playtime. Water is available from the drinking fountains. No other drinks are allowed
- Chewing gum, bubble gum, nuts and lollipops are never allowed at school
- Children may wish to bring in a treat for the class to share on their birthday. Please remember no lollies are allowed. Small individually wrapped sweets or fruit which can be easily given out are best. We are unable to cut birthday cakes or give out drinks
- Money should never be brought to school unless it is dinner money or trip money.

IN CONCLUSION

We hope that the years your child spends at St John and St James will be both happy and profitable. We expect children to work hard and to behave in a sensible and responsible manner; we also try to be reasonable in our rules and regulations and in the demands we make upon the parents.

However, despite all our endeavours you may on occasion feel concerned at some aspect of your child's school life. At these times please do not hesitate to come and discuss the matter with us, when things can invariably be explained or settled amicably.



Should you wish to see a class teacher they can usually be caught for a few moments **after** school or by making a definite appointment. Please do not take up a teacher's time after the bell has gone in the morning. They will not wish to be impolite but whilst they are talking to you their class is left unsupervised.

Should you have any other queries, please do not hesitate to contact or visit the school office and the office team will be pleased to help you and if necessary point you in the right direction.