



St James' Catholic Primary School

Prospectus 2024 - 2025



*In the loving peace, justice
and joy of Jesus, we achieve.*





Saint James' Catholic Primary School

In the loving peace, justice and joy of Jesus, we achieve

Saint James' Catholic Primary School
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Email: enquiry@sja-lumenchristi.org.uk

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Lumen Christi website: <http://www.lumenchristi.org.uk/>

Welcome

Welcome to Saint James' Catholic Primary School. For over 60 years we have been serving the parish of Our Lady of Perpetual Succour. We are a family-centred school that lives out its mission to ensure all members of the St James' encounter love, peace, justice and joy to achieve every success.

Mr M Ingram, Principal

A message from our CSEL

As Catholic Senior Executive Lead of Lumen Christi Multi Academy, I feel truly excited to have the opportunity of leading this dynamic family of Catholic schools through the next phase of Lumen Christi's development. I intend to build further upon the success already achieved within our schools, and will work tirelessly to support our Principals in continuing to provide your child with a rich, rewarding and highly successful Catholic educational experience.



Together, we help each other to become stronger in our faith. Our schools, our families and our local parishes work together to make sure the Catholic identity of our Multi Academy is a lived reality, following the example of Jesus Christ.

As a Catholic Multi Academy company, Lumen Christi works collectively to serve our school communities, families, staff and volunteers. Above all, we aim to make certain all our children and young people have the very best opportunities that a high quality, first-class Catholic education can provide.

Regards and blessings

A handwritten signature in black ink that reads "Paul Collins-Smith".

Paul Collins-Smith

Catholic Senior Executive Lead

Governing Body

Saint James is part of the Lumen Christ Multi Academy Trust. Details of the executive board of directors can be found within <http://www.lumenchristi.org.uk/Board/Directors/>

Local Academy Committee of Saint James’

Foundation Academy Representatives

Mrs Ellen Dolan
Ms Charlotte Martin (Chair)

Elected Parent Representative

Ms Sarah Meehan
Mrs Lisa Brennan

Principal Governor

Mr Matthew Ingram

Elected Staff Representatives

Dr Rachel Gould

Clerk to the Academy Committee

Mrs Jeanette Foster

The Chair of the Academy Committee can be contacted c/o the School or
clerktoqb@stjamescatholicprimary.co.uk

St James’ Catholic Primary School Staff

Principal:	Mrs M. Ingram
Vice Principal:	Dr. R. Gould
Teaching Staff:	Miss M. Fallon Mrs L. Footman Mr O. O’Donnell Mrs C. Jefferies Ms S. Jones Mr J. Lloyd Mrs R. Love Miss K. O’Nions

Senco:	Dr. R. Gould
Teaching Assistants:	Mrs J. Bruton Miss L. Clements Mrs Y. Darby Mrs L. Dore (Higher Level TA) Miss C. Kelly Mrs A. Staciwa Mrs S. Stowe Miss K. Robinson
Office Manager:	Mrs C. Kelly
Building Services Supervisor:	Mrs J. Payne
Cook Supervisor Assistant:	Mrs K Byrne
Lunch-time Assistants:	Mr R. Billington Ms L Kabangu Miss R. Hulme
Sports coach:	Mr R. Fellows

School Ethos

Saint James' is proud of its Catholic heritage and maintains a Catholic ethos throughout for the following aims:

- To teach the Catholic faith, encourage the child's response to the faith and make prayer, worship and liturgy life enriching experiences
- To create a happy, caring and stimulating environment in which all members of the school community can give of their best and reach their full potential
- To provide a broad, balanced, relevant and differentiated curriculum which will contribute successfully to the development of the 'whole child'
- To foster a dynamic relationship between home, school and parish and build links with the wider community.

To achieve these aims, the school will:

- Promote and develop an appreciation of and more active participation in prayer, worship and liturgy
- Implement appropriate programmes of study and methods of assessment
- Foster positive relationships built on trust and openness
- Encourage co-operation and team work
- Build effective communication systems
- Develop child centred methods of teaching and learning
- Encourage care for and concern about the environment
- Organise effective structures for pastoral care
- Value and develop the gifts of each member of the community irrespective of their achievements
- Secure equality of entitlement in terms of special needs, gender and ethnicity
- Strive to be an example of a Christian community.

Equal Opportunities

Our school mission statement underpins all that we do in and out of the classroom. The school community is made up of many individuals all of whom are special and part of God's wonderful creation.

The Academy Committee members and staff offer equality of access in the whole range of school experiences. The staff closely monitor the performance and progress of all, so that the needs of each individual can be met.

The school recognises and celebrates the characteristics of a variety of cultures. The school keeps in close touch with parents and is always ready to discuss any issues relating to special needs, race, disability or gender.

More details of our equal opportunities beliefs can be found [here](#) and [here](#).

Communication

Saint James' absolutely believes that education is a partnership between school, pupils and parents. We will endeavour to meet parents immediately if the need arises. However, it may not always be possible to speak immediately with their . In those circumstances, please speak to the office manager to arrange an appointment or email enquiry@sja-lumenchristi.org.uk

The most significant development in our communication over the past few years is via the app. It is important that parents and guardians download this so that

messages/letters can be posted directly to yourself. [Visit the school website](#) for instructions as to how to download this.

The school calendar is available on the website and can be incorporated into your own electronic calendar. [Subscribing to this calendar](#) will automatically pull through events to your personal calendar, alongside any other existing calendars you may have.

The school has an Instagram feed, serving as a virtual art gallery, may be accessed at @Stjamesartgallery – it is our intention to use this more frequently over the coming year.

The complaints procedure is detailed on the school website under [key information](#).

Admission Arrangements for the academic year 2024/2025

The following is taken from the school's admission arrangement documentation. For full details, including important supplementary forms, please visit the school [website](#).

St James' Catholic Primary School is part of the Lumen Christi Catholic Multi Academy. The admissions authority for the school is the Board of Directors of Lumen Christi who have responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the School Standards Committee of St James' Catholic Primary School.

The admissions process for St James' Catholic Primary School is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St James' Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St James' Catholic Primary School on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date.

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Oversubscription Criteria

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living in the parish of Our Lady of Perpetual Succour who have a brother or sister attending St James' Catholic Primary School at the time of admission.
3. Baptised Catholic children living in the parish of Our Lady of Perpetual Succour.
4. Other Baptised Catholic children who have a brother or sister attending St James' Catholic Primary School at the time of admission.
5. Other Baptised Catholic children of a member of staff working for St James' Catholic Primary School at the time of admission.
6. Other Baptised Catholic children.
7. Non-Catholic children who are looked after or previously looked after.
8. Non-Catholic children who have a brother or sister attending St James' Catholic Primary School at the time of admission.
9. Non-Catholic children of a member of staff working for St James' Catholic Primary School at the time of admission.
10. Non-Catholic children

Curriculum

The children in the Reception Class experience the Early Years Foundation Stage of education, which applies to children from birth to the end of their Reception Year in school.

Within the Early Years Foundation Stage, Early Learning Goals set out what is expected of most children by the end of this stage of development.

The Early Years Foundation Stage prepares children for all future learning by helping children to develop crucial skills and a positive attitude towards learning.

A wide variety of well planned, meaningful and challenging activities are provided for the children in order that they can achieve and in some cases exceed the Early Learning Goals.

The areas of learning in which children's knowledge, skills and attitudes are developed during the Early Years Foundation Stage are:

Prime Area (3)

- Communication, Language
- Physical Development
- Personal, Social & Emotional Development

Specific Areas (4)

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

In Years 1 – 6 all pupils follow the National Curriculum made up of English, Mathematics, Information Communication Technology (ICT), Science, Design & Technology, History, Geography, Physical Education, Music and Art & Design. The school teaches Latin in KS2. As we are a Catholic school, Religious Education is also taught in every age group, comprising at least 10% of the curriculum.

These are interesting times in education, where a new OFSTED framework has afforded many schools the opportunity to design a curriculum that will allow children to attain the knowledge and skills. As a result, our school has transitioned towards a knowledge based curriculum, teaching all subjects discretely. A great emphasis is placed on the acquisition of facts embedded in

long term memory for greater recall, allowing children to develop links between different areas of the curriculum.

To increase opportunities for personal development, children in KS1 and KS2 experience a breakout session weekly, where they are given opportunities beyond curriculum expectations.

Homework

Children in Reception should expect to take home reading tins in the first instance, graduating to reading books with key words and then spelling lists after Christmas

Key Stage 1 children will bring reading books and word lists. Spellings and mental maths recall activities will also be given to pupils. A homework overview sheet is posted weekly on the school website to inform parents what children have been learning and how to support.

Key Stage 2 children will bring reading and library books home and spelling and mental maths recall activities. Pupils will also be given weekly maths and English homework plus other subjects, which are posted on the school website.

The type/amount and content of homework will be dependent upon the age and ability of the pupil.

Personal and Relationships Education (PRE)

PRE is an integral part of the school curriculum and is based on the Diocesan Guidelines recommended programme 'Life to the Full'. Parent consultation took place in the summer term 2021 and a policy drawn up. For further information, please see our PRE policy – please contact the school for a copy or see the school website.

Catholic Education

Catholic education is not a distinct subject but permeates every element of our curriculum and school life. As such, it would be impossible to divorce religious teaching from other subjects. Religious Education, the explicit teaching of our faith, is important in our school as evidenced in its timetabling – 10% minimum of the curriculum. The curriculum is based on the Archdiocese of Birmingham's *Learning and Growing as the Children of God* scheme of work and is enhanced by calibrating the work to allow each child to reach Age Related Expectations (as per National Attainment Standards in Religious Education by the DES). Following a Section 48 inspection in May 2019, the school was awarded the overall grade of Outstanding.

Collective Worship

For a more detailed description of collective worship at Saint James' please see the school's RE and Collective Worship Policy.

Collective Worship in our schools is practised in various ways:

- whole school acts of worship
- class-based acts of worship
- classroom prayers throughout the school day
- voluntary acts of worship
- Mass

Children say classroom prayers throughout the day. In addition to the schools' expectation of a morning and evening prayer and prayers before/after lunch, the children may also say seasonally appropriate prayers as planned by the Catholic Life calendar or the school prayer.

A typical week will consist of:

Monday – class assemblies

Tuesday – Gospel assemblies

Wednesday morning – Gifts of God assemblies

Thursday – Songs of Praise and Worship

Friday – Mass led by different classes.

Mass is celebrated every week and is the highlight of the week – and many parishioners'. The rota is devised by the RE coordinator and themes are based on the liturgical year and school calendar (eg Palm Sunday, Vocations Week). All parents are warmly invited to join us at this special time every week – please see the school calendar.

Special Educational Needs

As documented in the 2015 SEN code of practice:

- A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

The school works within the framework of SEN provision in accordance with the 2015 SEN code of practice.

In our school we make provision for pupils who have a wide range of needs. All children in school have support within lessons through adapting learning and quality first teaching strategies. This means that activities are planned according to the level the child or young person is working at. This can include a variety of adaptations including changes to the physical environment, changes to teaching styles as well as levels of adult support. Our support for those children with SEN is based on the specific needs of each pupil.

If school thinks your child may have a special educational need, we will always talk to you about this. When a teacher first suspects a child may have a special educational need they have to complete an initial concerns record which they then must share with the child's parents before discussing it further with any other members of staff. Once you are happy to do so the Special Needs Co-ordinator will then be involved and together we will plan appropriate support for your child.

Our Special Educational Needs Co-ordinator (SENCO) is Mrs Gould. Mrs Gould liaises with and advises fellow teachers with regard to provision for children with Special Needs.

Children may also be given some support time by a visiting Learning Support Teacher. Where appropriate, other Special Educational Needs Support Services work alongside staff in school. Specialist services currently used by St James' School are Pupil & School Support Service, Speech & Language Therapy Support, Autism and Communication Team, Educational Psychologists and Counselling Service.

At St James' every child with a special educational need has a one-page profile detailing information about how adults can help them, how they learn best, their strengths, needs and worries. This profile is created with input from both the child and the child's parents. In addition, a child with SEN who is not making sufficient progress will also have an outcome focused action plan which will be reviewed with the child and the child's parents termly.

If a child does not make sufficient progress, despite receiving an individualised programme and/or concentrated support under this Action Plan, advice is requested from external support agencies in consultation with parents and further support is put in place.

If a child continues to demonstrate significant cause for concern, then the school holds a TAC (Team around the child) meeting where all those involved with the child come together and make a request to the LA for statutory assessment and the preparation of an EHCP (education and health care plan) for the child.

In accordance with legislation, St James' School has plans to increase the accessibility of the school to disabled pupils.

We view parents as partners in the educational process, with unique knowledge and information to impart. It is very important to us that you feel free to discuss any concerns you may have about your child's learning needs and that you feel confident that we will discuss with you the implementation and monitoring of any Special Educational Needs programme for your child.

You can read more about how we provide for our [special educational needs children on our website](#).

Safeguarding

St James' Catholic Primary School recognises its obligation to promote the safeguarding and welfare of children. This is reflected in our policies and our whole school ethos, it is linked into how we recruit staff, maintain our building and site, the health and safety of our pupils, visitor management and all school trips.

As a school we believe that it is always unacceptable for a child to experience abuse of any kind. Safeguarding and Child protection is the responsibility of all school staff.

We will provide staff and volunteers with guidance to follow when they suspect a child may be experiencing abuse or at risk of harm. We will work co-operatively with other agencies to safeguard and promote the welfare of children. We will ensure that our concerns about our pupils are discussed with parents/carers first - unless we have reason to believe that such a move would be contrary to the child's welfare.

Closely linked to the safeguarding of our children is attendance. Every child's attendance is monitored to ensure that the children are safe and attending school. It is a legal requirement that children attend school and the school supports parents by use of the Fast Track to attendance process.

Frequent absence can add up to a considerable amount of lost learning. For example, 90% attendance sounds positive but in actual fact amounts to 19 days or 100 lessons missed in a year.

If your child will be absent from school for whatever reason, please contact the school directly on the first day of absence.

The school's Designated Safeguarding Lead is Mr Ingram. He is supported by Deputy Designated Safeguarding Leads: Mrs Dore, Mrs Gould, Mr Lloyd and Ms Robinson.

Local authorities and the governing bodies of all schools and colleges have a statutory responsibility to safeguard and promote the welfare of children (Education Act 2002 s.157 and 175). Child Protection comes within the framework of 'safeguarding children'. The school has a statutory duty under the Education Act 2002 to pass on any child protection concerns. We ensure that the school is up to date with all safeguarding practices and are fully compliant with safeguarding procedures, including Keeping Children Safe in Education and Working Together to Safeguard Children.

If a concern should be brought to our attention, in most cases we will discuss this with parents/carers, as our aim is always to work together to promote the welfare of our students.

However, there may be occasions when, having taken advice, we are required by law to make a child protection referral without first consulting parents/carers. Our Safeguarding Children Policy is available to view on our [website](#) and a copy is held in the school office.

We will review our policy and procedures as a minimum on an annual basis.

If you yourself have a safeguarding concern, please contact either Mr Ingram, Mr Lloyd or Mrs Dore. For more information, please visit [our website](#) and [The Lumen Christi website](#).

Privacy Statement

The personal data collected by school will be stored and used by us to provide our services to you. We will share relevant data with Children Safeguarding Partner Organisations also involved in providing services to you. We will collect store and use your personal data in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

For further information on how your information is used, how we maintain the security of your information and your rights in relation to the information we hold about you please see our full privacy notice at <http://lumenchristi.org.uk.213-171-204-221.greenschoolsonline.co.uk/Data-Protection/>

First aid and medication procedures

It is **absolutely essential** that we have **two** up-to-date telephone numbers where parents/responsible nominated adults can be contacted during the day should your child be taken ill or have an accident at school.

Minor bumps, cuts and grazes are treated appropriately as and when they occur. Accidents involving head injuries in particular and injuries to other parts of the body are brought to the attention of the designated First Aiders. These accidents are recorded in the school's Accident & Injury Book. It is school procedure to contact parents in the event of head/dental injuries. In cases when notable first aid has been administered to a child (so, **not** for a simple rub with a medi-wipe) an accident letter is completed to ensure parents are aware of the accident, together with wrist bands for head injuries or nose bleeds. The First Aider may also request a telephone call home to be made. On rare occasions it may be necessary to contact the paramedics or other emergency services.

Staff do not administer medicines for short-term illnesses. Parents are asked to request GPs to prescribe medication that can be taken around school hours. However, if there is a long-term medical issue that requires regular medication, the school will follow its medication policy and liaise with the NHS Schools Health Advisory Service. A copy of the Medication policy is available on the school website.

Organisation of the school day

The school runs a breakfast and after-school club. If you are interested in accessing this service, please contact the office directly (0121 464 9700).

The school currently operates a multi-gate approach for start and end of school day.

Reception children should use gate 1. Year 1 and 2 use gate 2 (from the church car park). Year 3 and 4 use gate 3 to enter the school – year 3 leave from the main gate to school, year 4 leave from gate 3. Year 5 and 6 use gate 4. If you have more than one child, we will discuss with you what procedures will suit your family best.



Gate 4 opens for breakfast club at 7:45am until 8am – children later than this may come to breakfast club through the main office.

The school gates open for all children at 8:45 and close at 8:55 – we encourage all parents to bring their children in readiness to start the school day.

Gates 1, 2 and 4 open at 3:15pm for the parents to collect their children. Year 3 and 4 parents line up outside the school hall to collect their child. We ask for parents to be prompt when collecting and to leave the school premises in a timely manner so that the after school club can utilise the playground.

Children who attend after school club are collected from gate 3.

We do not allow children to walk home unaccompanied from R to Y4. If parents wish their children in Y5 and Y6 to walk home, they must inform the school, giving written permission for this to happen.

Both Key Stages have a 15-minute break in the morning. All children experience an active lunch break for at least 45 minutes. At some point during break-time, all children take part in 5 – 10 minutes of physical exercise.

Mobile Phones

In general, mobile phones are not permitted in school. However, we recognise that some children who walk home may need to have a phone. In these circumstances, telephones maybe brought to school once parents and pupils have signed a permission form. The phone is handed to the class teacher and kept securely before being handed back to the child before the end of the day.

School Uniform



The school has developed a school uniform to minimise costs for parents. This consists of:

Grey trousers (in summer, short grey trousers are appropriate), white button through shirt (long/short sleeves), school tie, royal blue V-neck jumper and sensible black shoes.

Grey pinafore/skirt or regulation school grey trousers, white button through blouse, school tie, royal blue V-neck jumper/cardigan, white socks/grey tights, sensible black shoes

Summer uniform: blue/white striped/checkered dress, royal blue V-neck jumper/cardigan, white socks, sensible black/white sandals



Similarly, the school has developed a PE kit that aims to simplify PE lessons. On days where they have PE/outdoor lessons, children come to school in their outdoor PE kit.

This consists of: plain navy blue tracksuit bottoms, a plain navy blue sweatshirt (no zip or hood), a plain white round neck T-shirt and plain black outdoor trainers.

Children will also use this uniform for outdoor learning, including Forest School. Forest School kit comprises of outdoor learning clothes as well as a wellies and a rain coat.

Please ensure that all items of uniform and kit are clearly marked with your child's name.

There is a second-hand uniform shop, [Rubery Swop Shop](#), located on Rubery High Street.

Children have the opportunity to take part in a course of swimming lessons during their time at school. For this the children need a swimming costume and towel in

a bag. The children are transported by coach to a local swimming pool for lessons during school time.

All pupils are allowed to wear a watch. Children are allowed to wear one pair of ear studs; though we will not accept responsibility for any injuries caused by the wearing of ear studs. Other items of jewellery should not be brought to school as the wearing of jewellery can be a safety hazard. Valuables should not be brought to school as the school cannot be responsible for the loss of such items: nail varnish is not to be worn in school.

Haircuts should be smart and respectable. Severe or individualistic styles (e.g. where a part of the hair is cut very short and another part left longer) are not allowed. Sharp lines between shaved/very short hair and longer hair are not allowed – these must be blended. Similarly, patterns/lines and cuts shaved into hair or eyebrows are not allowed. Hair of shoulder length or longer must be tied back.

School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free hot school meal. Should you choose to take up this entitlement, your child will receive a hot, nutritious meal each day. A copy of the menu is available on the school website.

Of course, this meal is not obligatory. Whilst we would encourage all the children to take advantage of the free school meal in EYFS/KS1, children are also entitled to bring their own packed lunch. Please contact the school office if you would like to prepare your own child's packed lunch.

From KS2 onwards, there is a charge for cooked dinners. These are purchased via ParentPay (see separate paperwork). In certain cases, the meal can be obtained free of charge – please visit the school website. The strictest confidence is observed in these matters.

Snacks

Milk can be purchased to be consumed mid-morning. Payment for this should be made via Parent Pay as instructed. Those entitled to Free School Meals are entitled to a free carton of milk.

St James' School is a member of the government's 'Free Fruit for Schools' scheme. Each child in the Foundation Stage and Key Stage 1 receives a piece of fruit at morning break every day.

Key Stage 2 children have the opportunity to purchase milk for morning break. This must be paid for in advance and for the whole half-term. Children in KS2 may bring their own snacks for playtime so long as they are healthy – no crisps, chocolate bars etc.

The parent-school relationship

We aim to foster a close partnership between home and school with both working together for the same goal – to help every child reach his or her maximum potential.

St James' School has a Home-School Agreement which states the ways in which each member of the partnership of school, parents and children can contribute to provide the best possible environment in which our children can develop and learn.

A copy of our Home School Agreement is given to each family on joining the school to be signed by parents, children and the school.

Newsletters are posted on the school app and on the website. These are published fortnightly and contain information and dates regarding the school life. Please make time to read these newsletters. Parish bulletins are also published on the school website.

St James' has a *Gifts of God* folder in which achievements and successes of children are recorded covering all aspects of school life. This is kept on display in the Main Entrance. Please feel free to read this.

Consultation evenings

The first parent-teacher consultation evening, in the Autumn term, gives an opportunity for parents to meet their children's teachers and discuss how their children are settling into their new classes.

The second Parents Evening takes place in the Spring term and enables parents to discuss progress and to see their children's work.

In the Summer term parents who wish to discuss their child's annual report may do so.

However, we urge any parent who has any queries or question to approach the teacher directly and make an appointment – please do not wait for these evenings.

Reporting to Parents

Each Summer term parents will receive a written report on their child's achievements in all subjects and activities which form part of the school curriculum together with information about attendance and punctuality. The reports also indicate targets for each child to work towards.

Formal external assessments will also be reported where appropriate.

Friends of St. James'

The school has an active group of parents, grandparents and friends which supports St James' in countless ways. The group organises many events throughout the school year and raises funds to provide many extra resources for the school. It is hard to understate the importance of The Friends' and their positive impact on the school life and any parent is encouraged to get involved with this dynamic group.