

Tudor Grange Primary Academy St James



KS1 and KS2 Parent Handbook

September 2023 -

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Senior Leadership Team



Mrs Holly Lynch
Principal &
Designated Safeguarding Lead



Mrs Laura Fenlon
Deputy Head of School
EYFS/KS1 Lead &
Deputy Safeguarding Lead



Mrs Katie Causon
Primary Trust Lead for SEND,
SENCO & Deputy Safeguarding
Lead

Staffing

Class	Teacher	Teaching Assistant
Nursery	Miss R Sheppard	Mrs H Worton, Mrs H Clarke and APPRENTICE
Reception	Miss R Jacks	Mrs H Clarke and Mrs R Hanif
Year 1	Mrs M Dimmick (<i>Monday to Wednesday</i>) Mrs K Lewis (<i>Wednesday to Friday</i>)	Miss R Davies
Year 2	Miss R Duxbury	Mrs E Eames
Year 3	Ms C Rickard	VANCANCY
Year 4	Mr T Woolgar	Mrs W Leung
Year 5	Miss C Court	Miss E Thomas and Mrs R Malik
Year 6	Mrs A Hawkins	Mrs M Knowles
Other Education Staff Mrs S Davies- Thrive Practitioner Mrs J Luckhurst- Forest School Leader and Teacher Mrs R Richmond- Teacher		Admin Team Mrs G Giles- Office Manager and PA to the Principal and Executive Principal Mrs B Byrne- Office Administrator
Catering Team (Caterlink) Mrs Lydia Collins- Catering Lead Mrs Marie Beet- Catering Assistant		Wraparound Team <i>Breakfast Club Team</i> - Mrs H Clarke, Mrs Worton and Mrs M Knowles <i>After School Club Team</i> - Miss R Davies, Miss E Thomas, VACANCY and Mrs Worton

Miss S Deakin- Executive Principal

Local Governing Body (LGB)

Chair of Governors- Mrs Lucy Campbell

Vice-chair of Governors- Mrs Paulene Wensley

Governors- Dr Gurmeash Kaur (Parent Governor), Mrs Sarah Penfold (Foundation Governor), Reverend Paul Day (Incumbent), Mrs Joanna Luckhurst (Staff Governor), Ms Carol Rickard (Staff Governor)

Our Christian Ethos & Values

‘Stand firm in the faith. Be courageous. Be strong. Do everything in love.’

1 Corinthians 16.13-14

As an inclusive Christian school, Tudor Grange Primary Academy St James aims to provide a happy and safe environment, where all children are given the opportunity to flourish and make a valuable contribution to the academy and the wider community. We welcome staff and pupils of all faiths and none, and respect and value diversity of belief and practise within a distinctively Christian ethos.

The passage above from 1 Corinthians embodies all that we strive for within our school community. All aspects of school life are rooted in **Love** through compassion, kindness and nurture. We seek to develop individual **Faith**; we help all children to develop self-belief, to have strong aspirations, and to have understanding of their own spirituality. We embolden our children and staff to have **Courage**; demonstrating bravery, being resilient in the face of difficulties or challenge, and having a strong sense of justice.

Love, Faith, Courage

We have close links with the Diocese of Birmingham and St James the Great Church and work with both partners to support the spiritual flourishing of all within our school community. Whilst a core focus of school life is the Christian calendar, we also learn about and celebrate all faiths and cultures.



Reverend Paul Day

Collective Worship

Collective worship is an integral part of school life and incorporates specific Anglican features. As a Church school, Christianity is at the forefront of the experience for children. For all children, however, of all faiths or no faith, we believe that Collective Worship is crucial in developing spiritual, moral and cultural awareness, reinforcing values of tolerance, unity, democracy, opportunity and respect.

Half termly worship is taken in the church, often led by pupils. We encourage parents and carers to join us when their child's class is participating in the delivery of worship. More information can be found on the calendar available on the Academy website.

Term Dates

See below for the 2023-2024 whole school academic year term dates. Please note, EYFS children have a slightly staggered start to the year therefore please refer to your individual letters regarding your child's timings for September

Autumn Term 2023

TERM STARTS	Monday 4 September 2023
HALF TERM	Monday 30 October 2023 to Friday 3 November 2023
TERM ENDS	Friday 22 December 2023

Spring Term 2024

TERM STARTS	Monday 8 January 2024
HALF TERM	Monday 12 February 2024 to Friday 16 February 2024
TERM ENDS	Friday 22 March 2024

Summer Term 2024

Monday 6th May is a Bank Holiday- School is closed on this date.

TERM STARTS	Monday 8 April 2024
HALF TERM	Monday 27 May 2024 to Friday 31 May 2024
TERM ENDS	Monday 22 July 2024

INSET days (school closed to pupils)

Monday 4th September 2023
Tuesday 5th September 2023
Friday 6th October 2023
Monday 29th January 2024
Monday 8th April 2024
Friday 28th June 2024
Monday 22nd July 2024

Timings & Structure of the Day

Time	Details
8.15am	Gate opens. Child must be supervised by an adult until 8.25am at which point school staff will be in attendance.
8.25am – 8.34am	Children enter school through their allocated entrance
8.35am	Register taken
8.40am	Collective worship
9.00am	Morning session
KS1 12-12.45pm KS2 12.15- 1pm	Lunch and Lunchtime Play
12.45pm/1pm	Afternoon session
3.05pm	End of the school day (Reception children)

Start & End of Day Procedures

The playground gate opens at 8.15am for parents and children in KS1 and KS2. Parents must wait with their children (pupils in year 6 may be left unaccompanied at parental discretion). Pupils are not supervised by staff during this time. At 8.25am, staff will arrive on the playground and pupils will begin to make their way to their classrooms through their designated entrance (Year 1 and Year 2 up the ramp; Y3-6 in the KS2 door). At 8.34am the gate is secured and any pupils arriving later will need to be taken to the main office, where they will be signed in and marked as 'Late'.

All pupils must be collected by an authorised adult. The Authorised Adult must be a responsible person aged 16 years or over. The person may be a:

- Parent or carer
- Family Member
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent may be accepted in an emergency situation.

At 2.55pm, a member of the school staff will open both playground gates and adults collecting children are asked to come onto the playground to wait in the top area of the playground by the gates.

Reception children will be lined up at the EYFS door. Parents should wait at the bottom of the ramp within the pedestrian area. Reception children will be handed individually to their authorised adult.

Year 1 pupils will be released for collection from the top of the EYFS ramp on the main playground. Authorised adults should enter the playground via the main playground gate and queue on the left-hand side of the ramp. Supervising adults will ensure that children are lining in the EYFS outdoor area before beginning dismissal one pupil at a time, starting with the first parent in the queue. Supervising adults are to make a positive release to the authorised adult, supported by verbal and possibly physical contact (such as a touch to the shoulder) to the child.

Children in Years 2 – 6 will come out onto the playground with a supervising adult where they will line up. The adult will dismiss pupils in turn from the front of the line. Supervising adults will make a positive release to the authorised adult, supported by verbal and possibly physical contact (such as a touch to the shoulder) to the child.

At the end of after school events or clubs, the same process will be adhered to.

Where a class is being dismissed by more than one supervising adult, the pupils will be split into groups with each supervising adult having responsibility for the group of children they are dismissing. Pupils must not be dismissed from the back of the line by a second adult.

Once a child has been collected by an authorised adult, they are no longer the responsibility of the school.

Please let the school know (via the office or in the homework diary) in advance if anyone other than those specified on the completed 'Pupil Registration Form' are collecting your child. If an unknown adult is sent to collect your child, we will need to contact the named parents/carers, and they will only be released once we have permission. This can be time consuming and problematic.

Full information about end of day procedures can be found in the Safe Collection of Children Policy on our website: [Safe Collection of Children Policy](#)

Attendance

Regular attendance is essential for your child to achieve their potential. Children with poor attendance underachieve academically and tend to have less rewarding friendships than pupils who attend regularly. As a school, we monitor attendance closely and are committed to working with parents and other agencies to support regular attendance at school.

The NHS provides guidance for parents on sending children to school with minor illness provided that they do not have a temperature: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

The Department for Education have provided guidance for parents on what parents can do if their child is facing attendance challenges: [DfE external document - Attendance \(childrenscommissioner.gov.uk\)](#)

Absence

If your child is absent from school you must ring the office on the first morning leaving a message stating your child's name, class and reason for absence. The school works closely with the Education Welfare Officer and reviews pupil attendance on a regular basis. If your child has persistent absence and/or lateness, then you will be notified in writing and if attendance does not improve a meeting will be organised. This can lead to a Fixed Penalty Notice and fine. As an academy trust, we have an Attendance Welfare Office (AWO) called Shelley Haddon, who will become involved in cases where attendance is problematic.

TGPASJ has a responsibility to safeguard every child on roll at the Academy and therefore a Leave of Absence form must be completed in all circumstances, 3 weeks before the planned leave, and submitted to the office for the Principal's decision. A letter confirming that the Leave of Absence form has been received and whether the leave has been either authorised or unauthorised will be sent to parents within 7 days of receipt

of the Leave of Absence form. Leave for family holidays must not be booked during term time and will not be approved. Full information can be found in the Pupil Attendance and Punctuality Policy on our website: [Pupil-attendance-and-punctuality-policy-v1.5.pdf \(tgacademy.org.uk\)](http://tgacademy.org.uk/Pupil-attendance-and-punctuality-policy-v1.5.pdf)

If your child has already been referred to the Local Authority for any form of legal action, the leave will not be authorised even if it falls into an exceptional circumstances category. You should also be aware that if your child does take a holiday in term time and it does not fall into the category of exceptional circumstances, it will lead to the pupil being automatically marked as unauthorised absent. The Academy will then consider whether to refer the matter to the Local Authority to take the appropriate legal action, which may include issuing a penalty.

Lateness

When a child is late, they are often embarrassed to walk into the lesson and disturb the teacher and class. We do not want any child to feel uncomfortable and if they miss the start of the lesson, it can lead to them not getting specific input from the teacher.

Pupils arriving at school late must be taken by the parent to the main school office where they must be signed in.

AAA
Aspire, Attend, Achieve

ATTEND TODAY

ACHIEVE TOMORROW

EVERY SCHOOL DAY COUNTS

3 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 70 days off school each year	95%	Slight Concern
Equates to 90 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

3 days absence over the whole year: 97% - 100% (Good chance of success and progress)

20 days absence over the whole year: 90% (Less chance of success. Harder to make progress)

30+ days absence over the whole year: Under 90% (Substantial to success and progress)

EVERY MINUTE COUNTS

LATENESS = LOST LEARNING
(Figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

BE AT THE CLASSROOM ON TIME AND READY TO LEARN!

Medical Needs

On your completed 'Pupil Registration Form', you will have indicated if your child has any medical needs. You must keep us updated in writing throughout your child's time at school about any new or changed medical need.

Most medication for children is now prescribed so that the doses can be administered around the school day. When unavoidable, prescribed medication can be given during the school day. However, in line with the Academy policy, medication will only be administered by a qualified first aider. Only medicine prescribed for the named child will be administered.

All medication must be given directly to the office by a responsible adult, and a parent / carer must complete the relevant paperwork. Staff receiving the medication will check the names and dosage on the containers in your presence. Medication will need to be collected from the office by an adult and will not be sent home in pupil bags. The paperwork for completion can be found in Appendix 1 of this handbook.

Should your child require emergency medication such as asthma inhalers, EpiPens etc, please ensure these are handed into the office on the first day as your child may not be able to attend school without them. These will be kept in school for use if needed.

Uniform and Equipment

Tudor Grange Primary Academy St James are very proud of the standards it maintains with uniform and has a clear dress code for all pupils. It is designed to promote high expectations of the pupils as well as a sense of belonging. This is achieved through the partnership between the Academy and home.

Uniform information, including an up-to-date uniform list, can be found here: [Uniform - Tudor Grange Primary Academy St James \(tgacademy.org.uk\)](http://tgacademy.org.uk)

We encourage items with the logo to be worn where possible. We endeavour to provide branded items which represent the best value for money and remain committed to supporting families who are experiencing financial hardship by providing these items. Second hand uniform is made available throughout the year to all families, information regarding this will be shared by the office.

Uniform can be purchased from two suppliers:

Online at [Tudor Grange Primary Academy St James \(CU-0002258\) - school \(swischoolwear.co.uk\)](http://www.swischoolwear.co.uk)

Or [Tudor Grange Primary - St James – MIDLAND SCHOOLWEAR](http://www.midland-schoolwear.co.uk) where you can purchase in store or online.

Pupils in KS2 are able to bring a small pencil case containing their own stationery. Pupils can only bring in one pencil case and this must fit easily into their desk drawer. Desk drawers are 7cm deep. Any pencil cases that do not fit will be sent home.

Please name every item of your child's belongings (including clothing, shoes, and bags) to avoid loss and to enable your child to locate their belongings independently.

Universal Infant Free School Meals

All infant pupils in Reception, Year 1 and Year 2 are eligible for Universal Infant Free School Meals. If you receive benefits and your child gets Universal Infant Free School Meals, you should still apply online for Free School Meals as extra funding may be received by school that could support your child.

You can apply for Universal Infant Free School Meals **as soon as your child's place at school is confirmed**. Solihull MBC has adopted compulsory online registration for new parents with children coming into these year groups and this will also enable an eligibility check for Free School Meals (FSM) including pupil premium funding.

You need to register/apply online for your universal infant free school meal / free school meal by using the Parent Portal which is part of the existing school admissions online system. To apply, visit [Free School Meals and Universal Infant Free School Meals \(solihull.gov.uk\)](https://www.solihull.gov.uk/free-school-meals)

Applications are normally processed within five working days but at busy times this may take a little longer. If you do not have an account, you can create a new one by clicking on register in the top left corner of the screen and you will then be able to make an application. You will receive an email confirming your application has been sent.

Please submit your application as soon as possible to enable the Solihull MBC Free School Meal Team time to process applications prior to the start of the autumn term in September.

Free School Meals

[Free School Meals and Universal Infant Free School Meals \(solihull.gov.uk\)](https://www.solihull.gov.uk/free-school-meals)

You may be eligible for Free School Meals if you receive a qualifying benefit.

This could be:

- Universal Credit - your household earned annual income must be less than £7,400 after tax and not including any benefits
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Lunches

Our school lunch menu is posted on the Academy website for you to view in advance and changes seasonally. Dietary requirements are catered for, and our Catering Manager, Lydia Collins, is happy to support you with choosing an appropriate meal for your child. It is the responsibility of parents/carers to keep the school informed of any dietary requirements.

As an alternative, you may wish to provide your child with a packed lunch. We encourage pupils to make healthy choices and therefore politely request that sweets, fizzy drinks and chocolate bars are not included

in lunch boxes. We are also a nut free school. No nuts or products containing nuts can be eaten on-site or on school trips. This includes nut butters and chocolate spreads containing nuts such as Nutella.

More information and inspiration for healthy lunchboxes can be found at <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Snacks & Treats

Pupils should bring a named, reusable water bottle to school each day, containing **water only**. Squash or other drinks should not be brought to school and neither should mini bottles of squash for pupils to make their own squash at school.

Pupils in Key Stage 1 (Years 1 and 2) are provided with a piece of fruit/vegetable each day for their morning snack and snacks from home are not required. In Key Stage 2 (Years 3-6), pupils are permitted to bring a piece of fruit or vegetable as a snack from home, to be eaten at morning playtime. Preferably this snack should be brought to school on its own or in a reusable container, to reduce our disposal of single use plastics.

Should you wish to celebrate your child's birthday by sending a treat into school, please note that this treat must be nut free, vegetarian (not contain gelatine), have ingredients clearly labelled on the packaging and be packed individually. We also request that there is enough for all class members. These will be handed out at the end of the school day.

Accidents

If your child is unfortunate enough to have an accident and suffer an injury, then they will be dealt with in line with the TGAT Health and Safety policy.

Minor injuries will be dealt with by a member of staff (guided by a First Aider) and head injuries will be seen by a trained first aider. For minor injuries, children will be issued with a white accident slip, which is given to the pupil to take home. Pupils in KS1 will also be given a wrist band to alert carers to look for the white slip in their child's bag. For head injuries, pupils will be given a completed head injury information letter in addition to the first aid slip. If a child suffers a more serious injury, then you will be contacted as soon as possible by a member of staff. All serious accidents, or those suspected of causing serious injury, are highlighted to the Leadership team and a review of procedures will take place within 24 hours.

Health and Safety

For the safety of our children, we would like to draw parents' attention to the following points regarding Health and Safety:

- We operate a 'no dogs' policy on the playground (apart from assistance dogs) and would ask that you do not bring them onto the premises or tie them unaccompanied to the school fencing.
- We would be grateful if any bikes or scooters are pushed whilst in the school grounds. Bikes and Scooters can be stored in the bike sheds inside the EYFS gate. Any items left in this area are done so at the owner's risk and school cannot take responsibility for these items.
- We thank you for not smoking anywhere in the school building or grounds.
- We ask you to remember that you are in a school environment and any form of bad language is unacceptable.

Parent Partnerships - My Child at School (MCAS)

My Child at School (MCAS) is a portal which we use at Tudor Grange Primary Academy St James. MCAS is accessible on a desktop and as an App for convenient use on your phone or tablet (downloadable from the app store on your device).

MCAS enables parents to: -

- Access your child's reports
- Give consent for walks/photographs
- Pay for school visits
- Book and pay for Breakfast and/or After School club sessions
- Order and pay for some uniform accessory items
- Pay for school meals (where appropriate)
- Book Parents' Evenings appointments

Every parent has their unique login details which will enable you to activate and access your account. Should you have any queries please contact the school office at office@stjames.tgacademy.org.uk where Mrs G Giles or Mrs B Byrne will be able to help you.

Parent Partnerships - Parental Communication

The office sends a whole-school bulletin on a weekly basis with information of forthcoming events across the school. Please ensure that your email address is kept up to date with the school office. Key events will be highlighted on the bulletin, but you can access all information regarding important dates via the school calendar on the website: [Upcoming Events – Tudor Grange Primary Academy St James \(tgacademy.org.uk\)](http://tgacademy.org.uk). You can sync our school calendar with the calendar on your phone, so you always have the most up to date calendar information. Click here to go the calendar page on our website, click on the button at the bottom of the page that says 'Subscribe to Calendar' and select which of your own calendars you wish to sync it with.

Your child will be issued with a homework record book which is used for recording reading completed. Please ensure that your child brings their bookbag or school bag containing their homework record book, to school every day. There is space for you to leave a comment, and this can be used to pass on important information to your child's class teacher.

On the school website, a blog sharing photographs and information of special events and daily learning in your child's class will be regularly updated throughout the year. Only children with parental permission to appear in photographs on the website, given via MCAS for this, will be shown.

Should you have any queries or concerns, please contact your child's class teacher in the first instance. This can be via email or telephone message to the office, and the teacher will call you back at a suitable point in the day, which may be after school. In our experience, most issues can be resolved quickly and efficiently by face to face or telephone communication. However, if after speaking to your child's teacher you feel that the issue is unresolved you can speak to either Mrs Fenlon for Key Stage 1 pupils or Miss Court for Key Stage 2 pupils. Further information about parental communication be found in the [Communication Protocol](#). Our commitment is that all queries will be followed up with an acknowledgement of receipt and in full within 48 hours (not including weekends or none working days).

At the beginning of the school year, parents and pupils will be asked to sign a School – Home – Pupil agreement.

Parent Partnerships – Complaints

Most issues can be resolved quickly through effective communication and working in partnership together. We aim to respond to any issues that arise in a prompt and professional manner and to engage with parents to support the best interests of their children. We believe that parents/carers should expect the best for their children and have a right to express any concerns they have. Alongside this, we expect that all of our teachers, associate staff and pupils are able to work and learn in a safe and secure environment.

Parents are encouraged to raise concerns with the class teachers in the first instance. They are best placed to deal with issues arising as they know the children well and spend the most time with them.

The next step would be to arrange a meeting with the relevant member of the senior leadership team:

- EYFS concerns (nursery and reception) and KS1 concerns (Year 1 and 2) should be directed to Mrs Fenlon, EYFS Lead and Deputy Head of School.
- KS2 (Years 3 – 6) concerns should be directed to Miss Court, KS2 Lead.

Further escalation of the matter could be to Mrs Fenlon, Deputy Head of School or Mrs Lynch, Principal.

If parents/carers do raise a concern, an initial response or acknowledgment should usually be provided to parents/carers within **forty-eight working hours**. Please bear in mind that not all staff work full-time, and responses will be made within their working time. This will then be followed up in whatever manner is appropriate and agreed (which may include arranging an opportunity to gather more details).

If you are not satisfied with a resolution by this point, the complaints procedure on our website should be followed. [Complaints-Procedure-v2.2.pdf \(tgacademy.org.uk\)](#)

Parent Partnerships – PTA

Our PTA is a partnership between parents and educators, who strive to nurture pupil learning and enrich the pupils lives to achieve their potential within our academy. Soon to be a registered charity, our purpose is to organise social and fundraising activities to bring the school community together and raise valued funds to benefit the academy and its pupils.

- Chair- Raj Bhamra
- Treasurer- Khush Chetan
- Secretary- Emma Welsby Fraser

As parents of the school, you are automatically a member of the PTA and your support is needed. If you have an interest in coming and volunteering some of your time (no matter how small), please speak to the school office to get in touch with members of the PTA.

Parent Partnerships - Parking

We encourage as many of our families to walk to school as possible. As you may be aware, parking at busy times of the day, such as the start and end of the school day can be challenging. We are working hard with our neighbours, families and Parking Enforcement Officers to ensure that everyone continues to keep the safety of all our pupils in the forefront of their minds and park responsibly. Whilst we appreciate many of you are short of time when dropping off or collecting your child from school, those extra few minutes involved in parking in a safe and responsible manner will help increase the safety of everyone. This also applies to those who use wraparound service.

Behaviour and anti-bullying

At TGPASJ we take great pride in supporting all our pupils to make safe choices. Class teachers are responsible in the first instance for dealing with poor behaviour and will contact you directly if there are any concerns. Please see the Behaviour policy and TGPASJ Behaviour Annexe on our website for detailed information. As before, should you have any queries or concerns, please contact your child's class teacher in the first instance. Further information can be found in the academies 'behaviour policy'.

Rewards and Sanctions

From Years R – 6, Tudor Grange Primary Academy St James's structure (and day to day life) is based around year groups and houses. The houses are Endeavour, Enterprise, Discovery, and Victory. Pupils in Reception are allocated a house upon arrival (if they have elder siblings at the Academy then they will be matched with their sibling's house).

Rewards are offered for exceptional effort, attainment, or conduct. In EYFS this may be through praise, special privileges, stickers, wristbands, or other tangible rewards. Pupils from Reception upwards also have a MyStickers account where they can accrue house points from their rewards. These house points are kept in their homework books and once logged on the MyStickers system, will add to their house total. Each week the house total is announced in assembly and each half-term the winning house receives a reward e.g., non-uniform day.

Each week, during celebration worship on a Friday, a special postcard is given to one pupil from each class, by the class teacher. This is for the pupil which has stood out amongst their peers during that week. It is not a requirement that every pupil has a postcard over the academic year – they need to be earned, and therefore a pupil may receive more than one. Additional post cards may be awarded in exceptional circumstances. For Reception pupils, the postcards are worth 10 house points!

Assessment and Reporting

Teachers use continuous assessment to monitor the progress and attainment of your child. Sometimes, this will be in the form of formal testing, but more frequently it will be through more informal methods. You will receive a termly report for your child. Within this report, you will receive information about your child's attendance, progress and attainment. At the end of the Spring Term for Years 1-6 and in the Summer Term for Nursery and Reception, you will receive a long report for your child which contains more detailed information and a commentary from their class teacher. All reports will be accessible via your MCAS account.

Enrichment Activities

A range of enrichment clubs are available, details of which will be provided at the beginning of each term. Some are run internally by TGPASJ staff and incur a very small nominal charge to reserve a place, whilst others (such as 'Footiebugs') are paid directly to the company themselves. All after-school enrichment clubs are for Reception children and older. They are assigned on a first come, first serve basis. It is worth noting that for clubs, fees are still applied even if your child attends our after-school club provision, and no refunds are given if your child is unwell or decides they no longer wish to attend the club.

Throughout the year, to support with our curriculum, we have visitors and workshops. All pupils will enjoy the opportunity to go on educational visits during the year, including to a place of worship linked to their RE curriculum. These enrichment activities do incur a cost which we do ask parents to support the school in paying. Whilst all contributions are voluntary, if we are unable to raise sufficient funds to cover a significant

portion of the cost then some experiences may not be able to go ahead. If you are ever having difficulty making payment, please speak to Mrs G Giles in complete confidence. No pupil will be prevented from participating purely due to financial reasons.

Curriculum including homework

Arrangements for reading and homework can be found on the individual class blog pages on the website: [Curriculum - Tudor Grange Primary Academy St James \(tgacademy.org.uk\)](http://tgacademy.org.uk)

Wraparound Provision

At TGPASJ we offer a Wrap Around care provision which is run by school staff and operates as an extension to the school day which you are warmly invited to book for your child should you wish. Breakfast and after school club must be booked at least 24 hours in advance. We do have a limit on places therefore please ensure you book well in advance to secure your child's place.

We offer: -

- Breakfast Club
- Afternoon Nursery
- After School Club

Breakfast Club - £5.00 a session

Breakfast Club runs every morning from 7.30am until the start of the school day for all pupils. Children arrive via the EYFS gate which is opened at 7.30am, 7.45am, 8.00am and 8.15am to welcome children into school. Children are provided with a healthy breakfast and may choose from a selection of toast, preserves, cereal, fruit, and juice all freshly prepared on the premises. Our youngest children will receive the support they need to ensure that they eat a healthy nutritious breakfast. Once breakfast has finished children can join in a range of fun activities. The activities are appropriate to the age of the children. **Childcare vouchers are accepted as payment for these sessions.**

Afternoon Nursery - £16.25 a session or 30 hours funding plus an additional £2.50 for school lunch (if required)

We are delighted to offer additional afternoon childcare for those children who secure a nursery place at Tudor Grange Primary Academy St James. Afternoon Nursery sessions run from 11.45am – 2.45pm and offer learning and development opportunities which are focussed on the needs and interests of individual children whilst considering the length of the learning day and the prior experiences of morning nursery. We offer a range of activities, with EY staff in a familiar environment to rest and recuperate from all the fun. Staff ensure that the children benefit fully from all our wonderful resources and facilities and that every opportunity is taken to support their development. Should you wish to make use of our afternoon nursery, please complete the school 'Nursery hours form', indicating which sessions you would like your child to attend. **Childcare vouchers are accepted as payment for these sessions.**

After School Club - £11.50 a session

After school club runs from 3.05pm (2.45pm for Nursery) to 6.00pm. The team of staff will provide all children with the opportunity to play and socialise with friends in a comfortable, happy and secure environment. There will be a range of activities on offer appropriate to the age of the children, such as competitions, arts and craft, cooking, board games, sport, organised outdoor activities, nature trails, homework clubs etc. Children will be provided with a light snack to see them through until home time. Pupils

are welcome to bring healthy snacks to eat at wraparound in a lunch box or other suitable container. There is a standard set fee, but children can be collected at any time. Please call the after-school club team on 07587554654 who will then bring your child to the EYFS door for collection.

Childcare vouchers are accepted as payment for these sessions.

For urgent or emergency bookings within 24 hours of the session, parents must make a booking via the school office. This booking will be subject to a late booking fee.

Please contact Mrs Byrne in the office if you have any queries regarding wraparound provision.

Safeguarding

Tudor Grange Primary Academy St James ensures that all children learn in a safe, caring and enriching environment. Children are taught and offered support to keep themselves safe, to develop positive and healthy relationships and to avoid situations where they might be at risk, including being exploited by others.

We have a statutory responsibility to share any concerns we might have about a child in need of protection with other agencies and in particular with police, health and children's services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances, we will be able to inform the parents/carer of the need to make a referral. However, sometimes we may be advised by Children's Social Care or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers feel when they are not told about any concerns from the outset. We always follow legislation that aims to act in the best interests of the child.

The school website contains a wealth of information around Safeguarding: [Safeguarding - Tudor Grange Primary Academy St James \(tgacademy.org.uk\)](https://www.tgacademy.org.uk)

If you have any questions about this information, please speak to a member of staff. The [safeguarding team](#) can be contacted via the school office.

Special Educational Needs

If your child has, or you are concerned that your child may have, identified Special Educational Needs and / or a Disability, please contact our SENCO Mrs K Causon via the school office who will be more than happy to speak to you. All pupils requiring additional intervention or support, benefit from a pupil passport, which is formed in consultation with parents and support services and is reviewed throughout the school year.

School Website and Social Media

www.stjames.tgacademy.org.uk

Your child will not appear on the school website or social media accounts without your permission. You can give your permission through MCAS. This will mean that your child will feature in their class blog, which is updated regularly by their teacher to give parents and other stakeholders a flavour of the exciting learning happening in the classroom and around school.

The school website contains an abundance of information for parents, including a published list of all current policies.

Data Protection / GDPR

What is the General Data Protection Regulation? (GDPR)

The GDPR is a regulation (which came into effect in May 2018) by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union, aiming to give control back to citizens and residents over their personal data.

Taking data security and privacy seriously

At Tudor Grange Academies Trust, we take data security and privacy extremely seriously and believe that the GDPR is an important step forward for clarifying and enabling individual privacy rights, as such we are committed to maintaining compliance with the GDPR.

We are the first Multi-Academy Trust to have signed up to the [360data Framework](#) and are undertaking a comprehensive GDPR audit to ensure that data handling best practice is being followed by our staff.

Privacy Notices

We also have updated a number of key policies that cover how we handle and manage data:

- Consent Forms
- Privacy notice for parents/carers
- Privacy notice for pupils
- [Subject](#) access request

If you wish to unsubscribe from parent emails, please contact the school office, stating the name and year group of your child and indicating that you wish to unsubscribe.

Thank you for trusting us and please be assured that we will always take the security and privacy of your data very seriously. If you do have any questions regarding data protection and GDPR, please do not hesitate to contact me at sgroutage@tgacademy.org.uk.

Kind Regards



Steven Groutage
Chief Operating Officer

Parental Agreement for School to Administer Medicines

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by _____
Name of school setting _____
Name of child _____
Date of birth _____
Group/Class/Form _____
Medical condition or illness _____

Medicine

Name/type of medicine (*as described on the container*) _____
Expiry date _____
Dosage and method _____
Timing _____
Special precautions/other instructions _____
Are there any side effects that the school/setting needs to know about? _____
Self-administration – Y/N _____
Procedures to take in an emergency _____

NB: Medicines must be in the original container as dispensed by the pharmacy.

Contact details

Name _____
Daytime telephone no. _____
Relationship to child _____
Address _____

I understand that I must deliver the medicine personally to _____ *[agreed member of staff]*

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the Medication or if the medicine is stopped.

Signature _____
Date _____