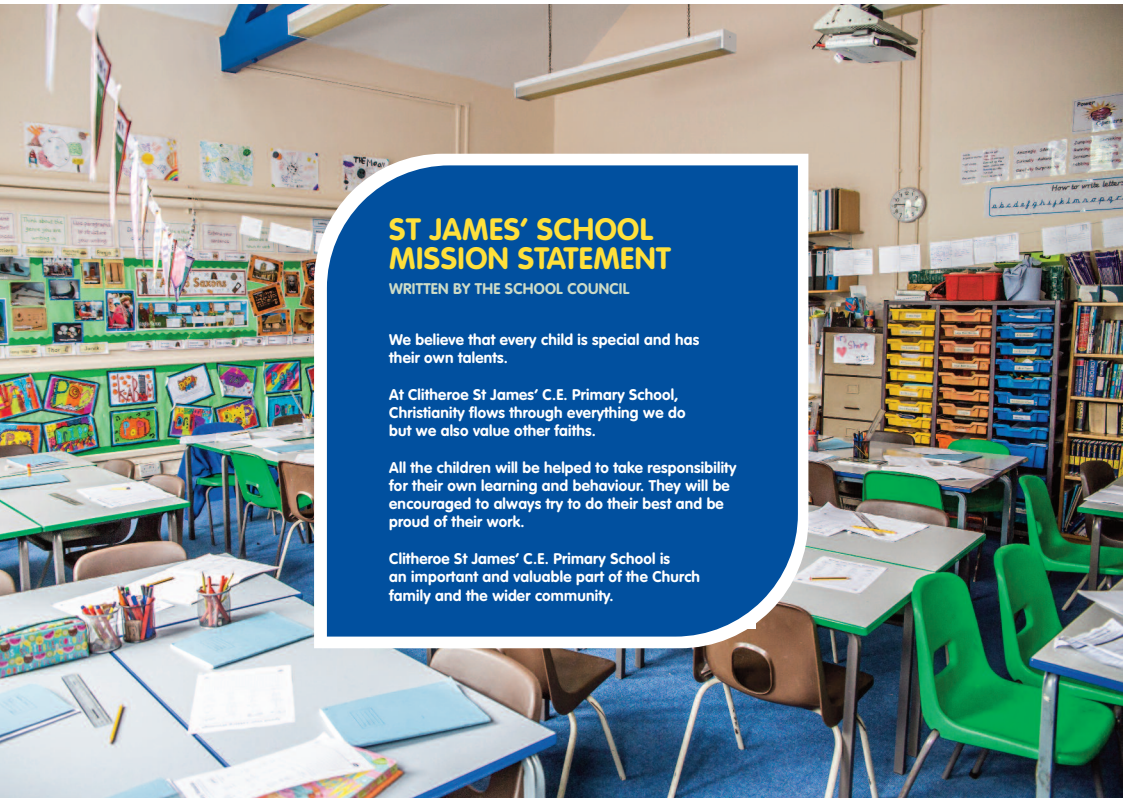




# Clitheroe St. James' Church of England Primary School

We see each child as an individual and believe in the pursuit of excellence as an entitlement for all children.



**ST JAMES' SCHOOL  
MISSION STATEMENT**  
WRITTEN BY THE SCHOOL COUNCIL

We believe that every child is special and has their own talents.

At Clitheroe St James' C.E. Primary School, Christianity flows through everything we do but we also value other faiths.

All the children will be helped to take responsibility for their own learning and behaviour. They will be encouraged to always try to do their best and be proud of their work.

Clitheroe St James' C.E. Primary School is an important and valuable part of the Church family and the wider community.



## A MESSAGE FROM THE HEADTEACHER

On behalf of the school Governors and Staff, we warmly welcome you to our school.

I am very proud to be Headteacher of Clitheroe St James' C.E. Primary School. It is a school where all children are welcome irrespective of background and ability.

At St James' we ensure that children are taught in a stimulating, welcoming and loving environment where they can develop to the best of their ability both intellectually and physically.

Our school is a large family where pupils are encouraged to look after their environment and to care about others. It is a community where the children are encouraged and motivated to be good citizens of the future.

Throughout a child's life at school we make great efforts to establish good home/school relationships. Parents are encouraged to take an important part in the life of the school. The school is also proud of its strong links with its church.

### ALL CHILDREN CAN SUCCEED

At Clitheroe St James' School we encourage and motivate them to do just that!

Headteacher

## THE SCHOOL

The original school building was built in 1897, when the school was founded; it now houses all the Key Stage 2 (KS2) classrooms and is comprised of: six class bases, a meeting room, a library, a study room, staff room, music room, PE store, Computer Suite and a large central hall. A disabled toilet, shower and changing area have also been added to this building. One classroom is currently used by The Bowland Pre-School.

Four Key Stage 1 (KS1)/Early Years Foundation Stage (EYFS) classes, a disabled toilet and changing area and the administration centre, are housed in the newer building constructed in 1967 and added to in 1997. This building also has a hall, catering block and library.

Both sites have extensive hard and soft play areas and are connected by a foot-bridge over Mearley Brook. Classes with Foundation Stage children have access to a separate, secure outside play area which is partially covered by a canopy.

The school playing fields and our extensive Environmental Area are at the rear of the KS2 playground.



The original school building was built in 1897, when the school was founded

## PARENTAL INVOLVEMENT

At Clitheroe St James' we realise that it is very important to build strong relationships with our parents, carers and families.

A strong partnership between home and school will enhance your child's education.

It is your school, and it is always open for you to discuss any aspects of school life. We feel that it is vital to maintain good communications:

- Our weekly newsletter informs parents and carers of school news and events
- Our School website, [www.st-james-clitheroe.co.uk](http://www.st-james-clitheroe.co.uk) is regularly updated
- We provide opportunities for you to meet your child's teacher at regular Parents' Evenings
- We send a written report on your child's progress at the end of each term

Parents are welcomed into school on many different occasions throughout the school year, such as school concerts and services, class assemblies, sports afternoons, Book Fairs and fund-raising events.



## MAKING AN APPLICATION

Applications for admission to our EYFS class in September should be submitted online by January.

Parents must complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria should also complete the supplementary form. Lancashire County Council encourages applications to be made on-line on the common application form; the Diocesan Supplementary Form appears when you click "Submit!". It should be printed off and handed in to schools.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Applications for a school place during the school year should be submitted on the School Admissions Form available from the school office.



Providing a broad and balanced curriculum within a caring and stimulating environment

## THE SCHOOL CURRICULUM

At Clitheroe St James' C.E. School we provide a broad and balanced curriculum within a caring and stimulating environment. We encourage each child to reach his/her potential intellectually, physically, socially and spiritually.

**Literacy** unites the important skills of reading and writing. It also involves speaking and listening. At Clitheroe St James' we aim to offer all the children a broad and interesting range of learning experiences in language, so that they become competent speakers, listeners, readers and writers.

During EYFS and KS1 the children all take part in daily Phonics Sessions, learning to connect the letters of the alphabet to the sounds that they make and blend them for reading. As the children progress through school we teach them about punctuation, spelling and grammar, so that they can learn to write and communicate effectively. All the children throughout the school take part in Shared Reading Sessions and Guided Reading groups, when the teacher works closely with them in order to assess and develop their reading skills.

We appreciate the value of **Mathematics**. The teaching of Maths has changed greatly over the last few years, largely due to (a) the greater awareness of how children learn, (b) the increasing demands of today's technological society and (c) the Government's Numeracy Framework. Emphasis is placed on mental maths and the ability to use strategies to help with computations. Importance is also placed on the value of a more formal approach to teaching number bonds, tables and the four methods of number work.

At Clitheroe St James' we perceive **Religious Education (R.E.)** as being a major contributor to the general ethos and values of the school. In accordance with the Diocesan Guidelines the teaching of Christianity at St James' predominates. Between 66% and 80% of Curriculum time for RE is devoted to the teaching of Christianity. Our choice of differing faiths is Judaism and Islam. These choices have been made because we feel there are so many links between Christianity and Judaism; and Islam has been chosen because a small minority of our children uphold the Islamic tradition. We assume that in choosing a Church of England Aided School parents will conform to the teaching of RE as laid down in our policy statement.

**Science, Geography and History** work is planned on a yearly cycle. The half termly themes have been designed to engage the children's interest. Each topic is carefully planned to meet all National Curriculum requirements.

The school is well equipped for **P.E.** and Games, with a KS1 and KS2 hall and extensive grounds which include 2 playgrounds, field, fitness trail and gardens. Throughout the school children take part in a variety of physical activities including dance, gymnastics, games, athletics and swimming. All KS2 pupils receive weekly sports tuition from ProSports Coaching.

At Clitheroe St James' we value the important part **Music** plays in the school curriculum. Music lessons are varied; they include singing, playing percussion and listening to and appreciating many varied styles of music. There is a school choir, which is open to all junior children and performs at events in school, locally and regionally, throughout the year.

The Creative and Artistic elements are catered for through inviting touring theatre groups and music ensembles to perform live for our children and staging productions through the year which involve ALL our children. Typically this includes in one school year, a KS1 Christmas Play and a KS2 production at the end of the year.

In **Art**, children are encouraged to develop a range of skills, using a varied selection of material and equipment. We aim in our teaching of art to build upon their natural pleasure of drawing and painting and to encourage them to express their ideas and feelings in both two and three dimensions.

In **Design Technology** children are encouraged to find solutions to problems. They are taught skills that can be utilised in design problems.

**Computing** at St. James' is a real strength and focuses on children using and applying a variety of systems that handle electronic information. This will include computers, laptops, interactive whiteboards, iPads, programmable robots and various recording equipment. As a school, we provide children with quality internet access as part of their learning experience. The children are positive in their attitude towards technology and soon develop an understanding of the potential of ICT and enjoyment in its use. ICT is used in all areas of the curriculum supporting and enriching the children's learning experiences. There are also notebooks for use in lessons, giving children more opportunities to develop their ICT skills, as well as timetabled access to the ICT suite. In each year group the National Curriculum programmes of study are followed to develop core skills and are enhanced through cross curricular links.

All KS 2 children receive **Modern Foreign Language** lessons. In line with DfE recommendations we ensure that all our KS2 pupils receive a high quality languages education to give them a foundation for learning further languages.

## ENRICHING THE CURRICULUM

At Clitheroe St James' C.E. School children have the opportunity to take part in a wide range of extra curricular activities. For children interested in music there are the choir and recorder groups. They can also have woodwind, keyboard, violin and guitar tuition provided by external peripatetic tutors. For those who enjoy sport, there are a number of clubs provided by both school and external clubs. St. James' Church supports our thriving "Bible Diggers" after school club.

Every year our Year 6 pupils have an opportunity to complete the 'Safer Cycling' Course. At present children in Year 5 go swimming at Ribblesdale Pool. Swimming is part of the PE National Curriculum and we expect that all our children will participate in these lessons.

Educational visits, including a residential field trip for our Year 6 pupils, are an important part of our school year, giving children first hand experience and providing valuable stimulus for further work.



Our children have the opportunity to take part in a wide range of extra curricular activities



## HOMEWORK POLICY

The purpose of Homework

All our pupils will receive homework the purpose of which is:-

- To consolidate and reinforce children's skills, knowledge and understanding particularly in Literacy and Numeracy
- To extend children's learning beyond school
- To encourage children as they grow older to develop the confidence and self-discipline to study independently
- To provide opportunities for children, parents and the school to work in partnership
- To prepare children in Yr 6 for transfer to High School

We recognise that the purpose of homework will change as children grow older.

In the EYFS and KS1 the emphasis is placed upon developing a partnership with parents and carers and involving them actively in their children's learning. During KS2 there is greater emphasis placed upon providing opportunities for children to develop skills of learning on their own.



# SPECIAL EDUCATIONAL NEEDS

St James' C.E. Primary School is a mainstream Primary School where all children are taught in a caring, inclusive and stimulating environment.

Despite the class teacher's support and differentiated planning some children have difficulty in learning. If this happens, we are committed to meeting the special educational needs of pupils, ensuring that they make progress and reach their full potential. We follow the guidance of The Special Educational Needs Code of Practice. It sets out how help should be given in a step by step, graduated approach. At St James' C.E. Primary School we believe that early intervention is vital.

Despite the class teacher's support and differentiated planning some children have difficulty in learning

The class teacher and SENDCo assess and monitor the children's progress in line with existing school practices. If the class teacher or parent has concerns about a child this is discussed with the SENDCo - if appropriate the child then moves onto the SEND register and an SEND pupil passport will be coproduced with parents and the child.

Once a child is at this stage they will have a set of SMART targets (Specific, measurable, attainable, realistic and timely). After each term progress is reviewed and the next steps are determined.

### At this stage of the graduated approach support may involve:

- Extra help from the class based teaching assistant
- Small group support out of class
- Individual support out of class
- Alternative resources such as ICT access, sloping boards or visual prompts

If the class teacher or parents continue to have concerns about a child's development, with parental consent, external agencies can become involved to help advise on the provision of intervention strategies.

Children can also be assessed by outside agencies such as Educational Psychologist or SEND for example for dyslexia and dyscalculia. The child would then receive an SEN Support Plan coproduced by parents, the child and any other relevant professionals. The child would continue to receive support in school, guided by the advice of other professionals, this will be shared with the parents and the individual education plan would be informed by the advice of other professionals. Again, after each term progress is reviewed and the next steps are determined.

If the class teacher or parents continues to have concerns about a child's development, a request for an EHC Plan will be completed.



## COLLECTIVE WORSHIP

Collective worship is a central feature of school life.

It takes a variety of forms and is led by members of staff as well as local clergy and a range of visitors.

Worship and RE provided by the school is in accordance with the School's Church of England Foundation.

### Collective worship includes:

- Whole School Assemblies
- Hymn Practice
- Teacher led assemblies
- Guest speakers
- Class assemblies - parents are invited to attend
- Merit assemblies
- Church Services - parents are invited to attend



## EQUAL OPPORTUNITIES

The School is committed to equality of opportunity in education, and to good relations with those of all racial, cultural and religious backgrounds.

It will seek to work out over a period how "education for all in a pluralist society" can best be carried out in its situation, and will give attention to meeting the needs of ethnic minorities. This will be subject to available resources, and to the constraints placed upon Governors by their Trust Deed and the Rites, Practices and Doctrines of the Church of England.

The Disability Discrimination Act 1995 aims to end the discrimination that faces many people with disabilities. The staff and Governors at Clitheroe St James' are mindful of the specific implications of the Act for our pupils, parents and staff. Any pupil admitted to school with physical disabilities would have equal access to the curriculum and would be included in as many activities as was possible with due regard to safety. Both our buildings have disabled access and facilities.



## DISCIPLINE

We base our aims upon self-discipline within a school policy which encourages a firm but caring and secure environment.

Trust and respect are mutual, but must be earned. We encourage an industrious and conscientious attitude and expect good behaviour at all times. We aim to promote a sense of personal worth and of the equal worth of others in order to make the children responsible members of society.

We deal strongly with unacceptable and anti-social behaviour and parents are closely involved when behavioural difficulties arise.

### SCHOOL RULES

1. Be polite, helpful and kind
2. Work hard and quietly
3. Play carefully and sensibly in the yard
4. Take care of each others' belongings and our school
5. Take care walking around the school



## LIBRARIES

There are two school libraries - one for use by EYFS/KS1 children and a second one for KS2 children which incorporates the school reference library.

All children are able to borrow a school library book every week. We make use of the Lancashire School's Library Service, both to add to stock in our own libraries and to borrow project loan boxes to help with topic work being studied in different classes.



## SCHOOL UNIFORM

The school uniform helps create a sense of unity and pride in our school.

The uniform also underlines and supports the work we do. A list of all uniform requirements is available on the school website. [www.stjames-clitheroe.co.uk](http://www.stjames-clitheroe.co.uk)



## SAFEGUARDING CHILDREN

The school wishes to work closely with parents to ensure that our pupils are well cared for in all circumstances.

The school is obliged to be vigilant in all matters relating to safeguarding children and, in accordance with Local Authority Guidelines, will immediately report all concerns relating to possible child abuse to the relevant authorities.

The school has a Child Protection Policy and this can be viewed at school.



## LUNCH TIMES

There are three options open to children during lunch break:-

1. The child goes home for lunch
2. The child brings his/her own packed lunch
3. The child has a school lunch

Welfare Assistants are employed to care for those children who stay at school for their midday meals. School meals are cooked on the premises and all children may stay at school for a school meal.

Varying diets are catered for and vegetarian choices are also provided. Healthy eating is strongly promoted throughout the school.

### PROMOTING HEALTHY SCHOOLS

The School has achieved both National and Lancashire Healthy Schools Status. EYFS/KS1 children benefit from the 'fruit for schools scheme' and the KS2 children bring healthy snacks for break times. All children are encouraged to bring a water bottle to school so that they can drink whenever they need to. This helps to keep the children alert and helps them drink the recommended amount every day.



The School has achieved both National and Lancashire Healthy Schools Status



## OUT OF SCHOOL CARE GROUP

Also known as - Jimmy's

The Care Group provides quality, affordable, before and after school care for the pupils of St James' School. Fully qualified staff, under the guidance of the School Governors, runs the group.

The morning session runs from 7:30am till 8:40am and the afternoon session is from the end of school until 6pm.

The group offers a wide variety of activities including various board games, construction toys, jigsaws and books. There are also more structured activities such as art and craft and baking/cooking. There are outdoor toys so that the children are able to play out when the weather is fine.

The children are provided with a snack and a drink at each session.





## Clitheroe St. James' Church of England Primary School

For all enquiries, please call our school office  
between 8.15am and 5.00pm:

**01200 423599**

Clitheroe St. James'  
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