



Starting school at St James Infant and Pre school

2025-2026



WELCOME TO ST JAMES INFANT AND PRE SCHOOL

Welcome to St James, where we are thrilled to have your child join our vibrant community. At St James, we believe that the collaboration between home and school is fundamental to fostering a nurturing and effective learning environment. We share your desire for your child to transition smoothly and happily into school life, and hope that this booklet serves as a useful guide to make this experience both enjoyable and exciting.

Allow us to introduce you to Kit, an integral part of our school community. Kit plays a significant role in the daily lives of our students, embodying the core values that define our school: respect, kindness, inclusion, and teamwork. Kit is more than just a mascot; they are a constant reminder of the ethos we strive to install in our students. We look forward to partnering with you in supporting your child's journey at St James.

Warm regards,
Sarah O'Shea - Head Teacher



OUR SCHOOL INFORMATION

Our address is: St James Infant School
90 St James Street
Daventry
Northamptonshire
NN11 4AG

Telephone: 01327 702783

Email: sjis-admin@sjis.inmat.org.uk

Website: www.stjamesinfant.com

Occasionally, if the school phone is unattended, the answer phone will take your message.
If your message is urgent, please ring again.



THE SCHOOL DAY FOR RECEPTION CLASSES



Morning session
8.45 am until 12.00 pm



Afternoon session
1.00 pm until 3.15 pm



THE SCHOOL DAY FOR OUR PRESCHOOL CLASS

Morning session
8:45 am until 11:45 am



Afternoon session
12.15 pm until 3.15 pm



ATTENDANCE AND PUNCTUALITY

It is very important to develop good routines for getting to school on time. The parking around the school is very limited, so if you have to travel by car, you should allow for this.

Please ensure you call the office on 01327 702783 to advise of any absence from school.

We may ask for proof of illness if your child has been off for a long period. We may ask you to speak with the Family Support Worker and/or the Schools Attendance Support Officer at Northamptonshire Council if your child's attendance is causing concern. We believe that a good attendance habit gives your child the best possible start in life and helps develop the skills needed in adult life. We are required to follow NHS guidelines for illnesses, for more information please visit

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)



Attendance Matters



Sol Attendance
Sustainable impact

100%

0 DAYS

0 LESSONS MISSED

99%

1 DAY

5 LESSONS MISSED

98%

3 DAYS

15 LESSONS MISSED

97%

1 WEEK

25 LESSONS MISSED

96%

1.5 WEEK

37.5 LESSONS MISSED

94%

2 WEEKS

50 LESSONS MISSED

93%

2.5 WEEKS

62.5 LESSONS MISSED

92%

3 WEEKS

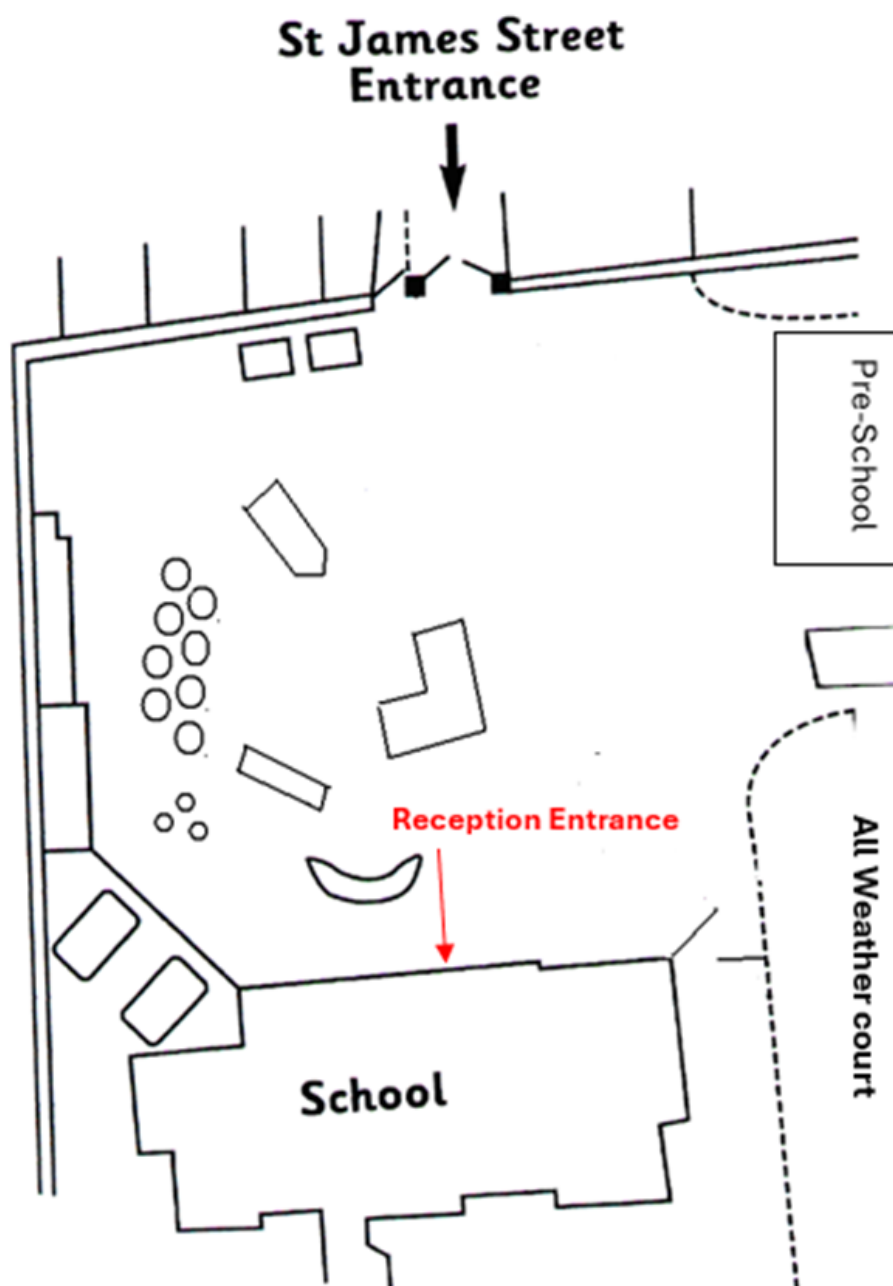
75 LESSONS MISSED

90%

3.5 WEEKS

82.5 LESSONS MISSED

A MAP OF OUR SCHOOL



COLLECTING FROM SCHOOL

When collecting your child from school, it's important to follow the established procedures to ensure a smooth and safe dismissal. For Reception classes, please stand in front of the white double doors located in the middle of the school. Both classes exit through this door, and waving when you see your child helps them spot you easily.

If picking up from Pre-school in the afternoon, gather around the Pre-school gates. For those collecting at 11:45, wait behind the colourful pencil gates. Being prompt is crucial as children can feel anxious if not collected on time. If someone else is picking up your child, inform both the school and your child in advance and provide a 'password' for security, which will be collected by class teachers during the home visit. Please keep a close eye on any children accompanying you to ensure everyone's safety.



SCHOOL UNIFORM

School uniform is based on the notion that it promotes a sense of pride in the school and a sense of community and belonging.

Children are asked to wear:



- Navy blue sweatshirts or cardigans
- White or sky-blue polo shirts
- Black, grey or navy trousers, shorts or skirts
- Black school shoes
- In summer months blue gingham dresses may be worn.
- In winter months a school logo navy fleece may be worn.



For PE, black or navy tracksuit bottoms or shorts, along with a white logo PE top available from Tailor Made and trainers.



- Children will be required to bring in a named water bottle, please ensure this is a sports lid not a twist off.
- All children are asked to bring in a navy book bag each day.

All our branded school uniform and book bags are available from Tailor Made on Prospect Way - please visit their website for up-to-date pricing and information.

HELPING US

At school we try to encourage children to be independent. At home please encourage them to:

- Dress and undress themselves (please ensure that the clothes they are wearing are easy to put on and off)
- Go to the toilet and wash their hands on their own.

Each child is to bring a named plastic water bottle into school- it must have a sports cap. Children are allowed to fill and refill their bottles from the filtered water machines as often as they wish. Children will bring their bottle home each Friday for cleaning and they must be returned each Monday morning.



We are involved in the 'Free Fruit for Schools' scheme - this means that every morning the children will be given a piece of fruit or vegetable.

Providing a snack is not required

We ask for a contribution of £6.00 per year per child to cover the cost of our water bills and machine rental.

We also ask for a contribution towards our sun cream costs. There is a charge of £2.00 a year. We will then apply dry-spray sun protection throughout the day when required.



A carton of milk will be given every day. Please note whilst under 5 they will receive this for free organised by school. Once they turn 5 you will need to register and pay on www.coolmilk.com to continue receiving this - more information on the next page



HELPING US

Accidents

Accidents occasionally happen. Please provide a set of spare clothes and underwear in a named bag to leave in their lockers. Children are sometimes anxious if they have had an accident and their own clothes are far more comforting.



Wellies

Children take part in forest school sessions weekly and have access to outside areas that can become wet and muddy at times.

We ask that all children have a pair of named wellies to keep in their locker, to change in to, for use in these areas.



Bookbags

All children will need a bookbag as they will use these to transport phonics books, sheets and library books home throughout the week. They will also be used for school work. A backpack is NOT required.





Dear Parent/Carer

We are the appointed school caterers for St James Infant School and are determined to offer you and your child an excellent service, ensuring every child enjoys their meal and has the energy to study and learn in the afternoon.

There will be no cost for pupils in Reception / KS1 due to Universal Infant Free School Meals entitlement.

Pre-School children are able to have a school lunch should they require one, however, this is chargeable.

SchoolGrid Account

If you would like your child to have school meals, you will need a SchoolGrid account. The school office will set up your school grid account in due course. You will then receive an email from SchoolGrid, our software providers, with all of your necessary login details. By accessing SchoolGrid online you will be able to pre order meals, view recipes, allergens, ingredients and make payments.

Allergies

If you are having difficulties ticking the allergen information you need, please contact Customer Care and we will happily make arrangements to accommodate your child's individual needs.

Payments

Your Child is in Reception / KS1 which means you are eligible for Universal Free school meals. This will automatically be set up on your account as free, all the other features can be used as normal.

Contact Details

Dolce is your catering provider. If you have any questions, comments or suggestions regarding school meals, allergens, payments etc, please do not hesitate to contact Dolce Customer Care Monday to Friday 8am to 5pm, on 01942 707709 or by email to customercare@dolce.co.uk we are always happy to hear from you.

SchoolGrid is the Software provider we use. If you experience any technical issues with access to SchoolGrid, please contact Live Kitchen technical support on 01506 300310 or by email to support@schoolgrid.co.uk

Yours Sincerely, Dolce Customer Care



PUPIL PREMIUM



Pupil Premium... what is it??

Pupil Premium is EXTRA GOVERNMENT MONEY which is paid to schools to SUPPORT children from low income families.

We as a school can only claim this funding if you as parents apply for it.

CHILDREN IN RECEIPT OF PUPIL PREMIUM MAY BE ABLE TO RECEIVE....

- SUBSIDISED SCHOOL TRIPS.
- DISCOUNTED OR FREE HOLIDAY CLUB PROVISION.
- WHEN AVAILABLE - VOUCHERS OVER THE SCHOOL HOLIDAYS TO HELP WITH THE COST OF FOOD.

To check if you are eligible please visit [West Northants Council Website](#) and search [Free School Meals](#) or speak to the school office - if you are eligible all we need is your PP reference number please - if you

We can't stress the importance of ensuring you apply or to give permission for us to apply on your behalf, for pupil premium funding, if you think you could be eligible.

Also bear in mind that if your circumstances change, you may become eligible during a school year. There is no deadline to apply but it does provide crucial funding to support children in school.

WORKING TOGETHER

School Nurse

The School Nurse can be contacted on 01327 708837 at the Danetre Medical Practice.

Local Academy Committee

The Academy Committee play a crucial role in the decision-making process for the future of St James Infant and Pre-School.

For those of you with children at St James Infant and Pre-School - whether son, daughter or grandchild - the Academy Committee is there to represent you, the children and the staff - to help the school provide the best possible education for its pupils.

The parent governor is: Sarah Jane Muddiman

Without the children, staff, parents and committee members, St James Infant and Pre-School wouldn't be the place that it is today - Ofsted agrees it's a good school where children and their well-being are at the heart of its organisation.





Friends of St James Infant & Pre-School (FOSJ)



As parents, carers or grandparents of a child at St James Infant & Pre-School, you are automatically a member of the "friends" group, so we hope you and your child enjoy the many events we run each academic year. This is a great opportunity for you to be involved in the life of the school. The Christmas and Summer Fair are our major fund raisers, but smaller events are held throughout the year, such as Mufti days the last Friday of the month, cake sales, sponsored events and more.

This enables the school to purchase a variety of items to enhance the children's education and experiences in school. We believe the children all really benefit from the money raised and always enjoy the events we run.

Last year we raised £3,817.22 and have helped pay for the following things at the school: School Panto, School Trips, New Gazebo, Twinkl School Resources and School Leaver Teddy Bears. There are various ways in which you can help. You can help at events by being a stall holder, or you could donate some time in the preparation for events, you do not need to commit to regular participation. We cannot do it without your support and help. So if you would like to know more about the "Friends" and how you can get involved, please contact the school office. Phone: 01327 702783 or our Email is: FOSJ@SJIS.inmat.org.uk

We look forward to working with you and would welcome any new ideas for fundraising events.

What you can do to help support FOSJ now:

Ø STIKINS Quality Labels for your child's school uniform, shoes, water bottles etc, <https://www.stikins.co.uk/>
Please quote the school reference number 19752 to ensure we receive 30% back as a donation to school.

Ø Easyfundraising. Over 4,000 sites will give us a free donation every time you shop online. Please sign up here: https://www.easyfundraising.org.uk/causes/stjamesinfantschool/?utm_campaign=raise-more&utm_content=c19-f5

Ø We have teamed up with Kids Just Recycle and we are raising funds for our school and raising environmental awareness for our planet to create a brighter future for everyone. We are playing our part in reducing landfill. Our big blue recycling bin is in the playground. It can be used by anyone in our community so, please share with friends and family. Next time that you're having a clear out, please remember to drop your bag off at school.

Thank you in advance for supporting FOSJ

QUESTIONS AND ANSWERS

What to do if...

Your child is going to be late.

Ring the school as soon as possible in the morning or message the school office through Dojo.

Your child needs to bring medication, prescribed by the doctor.

Fill in a request form in the school office and notify your child's class teacher.

Your child is away from school for any reason.

You must contact the school office via telephone, Any unexplained absences will be recorded as unauthorised. There is a voicemail service you can leave a message on if the phone is not picked up.

You are going to be late picking up your child.

Ring the school as soon as possible.

Your home circumstances change.

Please let us know. We want your child to be happy. The loss of a pet, death in the family or family upset, such as separation or reconciliation affects us all - let us know so we can be aware and sympathetic.



QUESTIONS AND ANSWERS

What we shall do if...

Your child has an accident or is ill at school.

We shall make every effort to contact you, or failing that your emergency telephone number. Please tell us if these numbers change, i.e. if you move house or change your place of employment. Should we be unable to make contact for any reason, we will act in your child's best interests. Please ensure we have more than 1 contact for your child and where possible work telephone numbers.

We have any concerns about your child at school.

We will arrange a mutually convenient time to discuss any concern.

If you have any more queries or concerns, please share them with your child's teacher during the home visits. We take all problems seriously, however minor.
Please talk to us!



SAFEGUARDING



St James Infant and Pre-School is committed to ensuring the welfare and safety of all children. All adults have a duty to safeguard children - it is a shared responsibility. All Northamptonshire schools follow the 'Northamptonshire Local Safeguarding Children Board Inter-Agency Procedures.'

The Designated Safeguarding Lead is Sarah O'Shea (Head Teacher) with Stephanie Cooney (Assistant Head Teacher), Clare Cousins (Family Support and SENDCo). Also trained are; Jade Caygill (Pupil Support Worker), Shannon Harris (Year 1 lead) Becky Davies (Pre-School Lead) and Toby Saul (Brambles staff).

The school endeavours to maintain a positive relationship with all parents, however, our first duty is to safeguard all children. Our Safeguarding and Child Protection Policy is available on our website.

PARENT SCHOOL COMMUNICATIONS

At St James Infant and Pre-School, we ensure that communication between all members of the school community are clear, professional, timely and appropriate. We use a range of different methods to communicate with parents, including: a weekly newsletter, curriculum letters, school reports, home learning projects, telephone calls and face-to-face meetings.

We also use on-line methods of communication:

Facebook: Search for St James Infant School, Daventry, and 'like' our page.

Instagram: Search for St James Infant School, Daventry, and 'follow' our page.

Class Dojo: When your child starts at school, please provide your email address on the registration forms so that we can sign you up to Class Dojo. Dojo is an app which allows staff to share messages, photos and videos, all showing what your child has been doing.

School website: This can be found at www.stjamesinfant.com The website provides information about staffing, the Local Academy Committee, policies and our latest Ofsted report.





ClassDojo

Ensure that you provide your email address clearly on the registration forms or during your home visit so we can sign you up to class dojo.

Class dojo is an app which allows staff to share messages, photos and videos showing what the class has been learning. We also post messages to the whole school and event announcements/reminders.

You can sign up as many adults as you wish to this service, as long as we have their email address.

Parents tell us that it is an essential form of communication for families who have separated or for family members and friends who support with any day to day organisation involving your child, plus it is also lovely to see what your child is doing in school.



Bramble's Base

Before & after school care at St James Infant and Pre-School

Mon - Fri 7.30 - 8.45 a.m. & 3.15 - 5.30 p.m.

Bramble's Base provides a nurturing and engaging environment for children both before and after school hours. The club is located conveniently within the school hall.

The club offers flexible session pricing, with morning sessions available at £7.00, while after-school care can be chosen as a short session for £4.50 or a long session for £9.50.

Children are treated to a variety of food options including breakfast cereals, toast and pastries in the morning, and sandwiches, toast, crackers and soup in the afternoon, complemented with a choice of hot or cold drinks. The club also has exciting menus on various occasions, such as; pizzas, hot dogs, burgers.

The use of school facilities like outdoor play areas enhances the experience, offering activities that range from traditional games to creative crafts and cooking. Parents can easily manage bookings through Parent Pay and are welcome to use childcare vouchers or the HMRC tax-free childcare scheme for payment. For any further information or assistance with bookings, feel free to get in touch.

