



ST JAMES' CATHOLIC  
HIGH SCHOOL

"I HAVE COME  
THAT THEY  
MAY HAVE LIFE  
AND HAVE IT  
TO THE FULL."  
JOHN 10:10

STEP-BY-STEP THROUGH  
STARTING SECONDARY SCHOOL

# PARENT HANDBOOK



We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions...and page 15 shows how we work with parents. If you have any questions that are not answered here, please contact the school office on 020 8358 2800 and we will be happy to help!



# STEP 1

# STUDENT DATA CAPTURE FORM

## ST JAMES' CATHOLIC HIGH SCHOOL

Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender:    Male   /   Female    (Please circle)
Town/City:                      Post Code:	Preferred Gender if different:
Email:	Home Telephone Number:

**PARENT/GUARDIAN CONTACT DETAILS - PLEASE SUPPLY DETAILS OF ALL PERSONS WHO HAVE PARENTAL RESPONSIBILITY**

Priority 1 Contact details	Priority 2 Contact details
Name: ( ) Mr ( ) Mrs ( ) Ms	Name: ( ) Mr ( ) Mrs ( ) Ms
Relationship: ( ) Mother ( ) Father ( ) Guardian	Relationship: ( ) Mother ( ) Father ( ) Guardian
Date of Birth*:	Date of Birth*:
National Insurance No:	National Insurance No:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Telephone Numbers:	Telephone Number:
Mobile:	Mobile:
Email:	Email:
Work:	Work:

\*This information is requested solely for the purpose of determining eligibility for free school meals for your child

**PLEASE PROVIDE ADDITIONAL EMERGENCY CONTACT NUMBERS IN CASE OF ILLNESS OR ACCIDENT**

Priority 3 Contact Details:	Priority 4 Contact Details:
Name:	Name:
Relationship:	Relationship:
Telephone Number:	Telephone Numbers:
Mobile:	Mobile:

**DOES YOUR CHILD HAVE ANY BROTHERS OR SISTERS IN SCHOOL? IF SO PLEASE STATE**

Name (s):	Year / House:

**TRAVEL ARRANGEMENTS: PLEASE INDICATE YOUR FIRST CHOICE OF TRANSPORT**

( ) Walk ( ) Bicycle ( ) Car/Van ( ) Dedicated school bus ( ) Public bus ( ) Taxi ( ) Other

**MEAL ARRANGEMENTS: PLEASE SPECIFY OPTIONS FROM THE LIST BELOW:**

Type of Meal	Monday	Tuesday	Wednesday	Thursday	Friday
School Meal					
Packed Lunch					

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Is your child in receipt of free school meals?		( ) Yes	( ) No

**MEDICAL INFORMATION: (PLEASE ALSO COMPLETE MEDICAL NEEDS SECTION)**

Medical Practice / GPs Name:	Address:

Please tear here

## ST JAMES' CATHOLIC HIGH SCHOOL

ETHNIC BACKGROUND: PLEASE TICK ONE BOX ONLY TO INDICATE YOUR CHILD'S ETHNIC BACKGROUND			
White:	<input type="checkbox"/> Any other white background <input type="checkbox"/> White British <input type="checkbox"/> White Irish	Mixed:	<input type="checkbox"/> Any other mixed background <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean
Asian or Asian British	<input type="checkbox"/> Any other Asian background <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	Black or Black British	<input type="checkbox"/> Any other black background <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish Heritage

Home Language (language spoken at home)	First Language spoken

Country of Birth: (where born)	Your child's Nationality: (the country that has /or will issue a passport for your child)

Please specify:

Linked Agencies
Is your child working with any other agencies? ( ) Yes or ( ) No
Please state the agency or agencies and provide the relevant contact details:
Is your child a young carer? ( ) Yes or ( ) No

Are you a Services family	
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Parent /Guardian signature: .....

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# STEP 1

# STEP 1

## ST JAMES' CATHOLIC HIGH SCHOOL

## Part 1

Name of Student:	Date of Birth:
Condition or illness: Please include any physical disabilities including hearing and sight as well as conditions such as asthma, migraine, diabetes, epilepsy, allergies.	
Any other medical/mental health conditions you would like to mention:	
Does your child carry medication?      ( ) Yes      ( ) No      If 'Yes' please complete Part 2 also	
Does your child's condition require the School to keep emergency medication or instructions:                                      ( ) Yes      ( ) No	
If 'Yes' please complete Parts 3 and 3a	

Parent's/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: It is essential that the School be informed if the condition or illness should change.**

It is the responsibility of the parent/carer to inform the School of any changes in contact numbers, medication, or the student's condition.

## Part 2

This part must be completed by parent/guardian:

Condition or Illness:

Name of Medicine (s):

Parent Guardian name:	
Daytime Phone number:	
Relationship to child:	
I would like my son/daughter to carry his/her medication for use as necessary; <i>(please circle)</i>	
Signed	
Date:	

Please tear here

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STEP 1 –STUDENT DATA CAPTURE FORM

ST JAMES’ CATHOLIC HIGH SCHOOL

This form must be completed on behalf of every student and returned to the School

**Note: It is essential that the School be informed if the medication should change. It is the responsibility of the parent/carer to inform the School of any changes in contact numbers, medication, or the student’s condition. Please sign that you have read the form even if it doesn’t apply.**

SUPPORTING STUDENTS WITH MEDICAL NEEDS

Part 3

Emergency Pcedure for a Student with Medical Needs		
Name of Student:		Date of Birth:
Conditions (include description of conditions and details of student’s individual symptoms)		
Emergency procedure:		
Signed:	Relationship to child:	Date:

Note: It is essential that the School be informed if the recommended procedure should change.

It is the responsibility of the parent/carer to inform the School of any changes in contact numbers, medication, or the student’s condition.

CLINIC/HOSPITAL CONTACT	GP
Name:	Name:
Phone No:	Phone No:

STEP 1

STEP 1

STEP 1 –STUDENT DATA CAPTURE FORM

ST JAMES’ CATHOLIC HIGH SCHOOL

Part 3 a

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE	
The School will not give your child medicine unless you complete and sign this form, and the School has a policy that the staff can administer medicine	
Date for review to be initiated by:	
Medical condition or illness:	

MEDICINE	
Name/type of medicine (see container):	
Expiry Date:	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the School needs to know about	
Self Administration Yes/No	
Procedures to take in an emergency	

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

**I understand that I must personally deliver the medicine to a member of Student Services**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St James’ Catholic High School staff administering medicine in accordance with the School Policy. I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please tear here

STEP 2 – HOME–SCHOOL AGREEMENT AND CONSENTS

ST JAMES’ CATHOLIC HIGH SCHOOL

STUDENT RESPONSIBILITIES:

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will try to:

- Support the Christian values of our school community;
- Treat everyone with respect;
- Show consideration for others in school;
- Express myself honestly and politely;
- Think for myself and take responsibility for my actions;
- Learn from each lesson and always do my best;
- Behave sensibly and safely both in and outside school;
- Attend school punctually every day;
- Wear full school uniform;
- Bring all the equipment I need every day;
- Take care of all school equipment;
- Respect and care for school and private property and keep the school free from litter by disposing of it thoughtfully;
- Observe all school rules as detailed in the Student Planner.

PARENTAL RESPONSIBILITIES:

We acknowledge that as parents we are the primary educators of our children and have a vital role to play in supporting our children’s learning at school.

Therefore I/we will try to:

- Support the Christian values of our school community;
- Encourage my child to show kindness and consideration to others;
- Ensure that my child attends regularly, on time and suitably equipped;
- Encourage my child’s learning and enjoyment of school;
- Discuss with my child his/her learning experiences and encourage him/her to do his/her best;
- Inform the school of any concerns or problems that might affect my child’s work or behaviour;
- Support the school’s policies and guidelines for behaviour;
- Give my child opportunities for home learning and support homework from school;
- Attend parents’ evenings and discussions about my child’s progress;
- Support the Catholic community and the school governors in their responsibilities for maintaining our school building in good repair.

SCHOOL’S EDUCATIONAL RESPONSIBILITIES:

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian Community.

Therefore we will try to:-

- Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn;
- Demonstrate our faith and our school’s foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school;
- Treat your child with dignity and respect, encouraging him/her to full human wholeness;
- Ensure that your child is valued for who he/she is and helped to make good progress in his/her spiritual, moral, emotional and academic development;
- Provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellent in all he/she does;
- Set, mark and monitor homework suitable to your child’s needs;

- Provide you with information about your child’s progress and provide you with opportunities to talk to teachers;
- Send home an annual report to your child’s progress;
- Keep you well informed about policies and activities through regular letters and newsletters;
- Contact you if there is a problem with your child’s attendance or punctuality;
- Inform you of any concerns regarding your child’s behaviour, work or health.

CONSENTS

PROVIDING INFORMATION TO THE YOUTH SUPPORT SERVICE

The youth support service is the government’s support service for all young people aged 13 to 19 in England. The service aims to provide advice, guidance and access to personal development opportunities for this group, to help them make a smooth transition to adulthood and working life. The school is required to pass on further information relevant to the youth support service’s role. However, if you **do not** want information beyond name, address and telephone numbers to be passed to the youth support service, please inform us in writing.

INTERNET PERMISSION

As the parent/carer, **I grant permission for the student to use electronic mail and the internet.** I understand that Students will be held accountable for their own actions. I also understand that while the school will make every effort to prevent it, some materials found by students on the internet may be objectionable and I accept responsibility for setting standards for the student to follow when selecting, sharing and exploring information and media.

USE OF DIGITAL IMAGES - PHOTOGRAPHY AND VIDEO

I agree to the school using photographs of the student or including them in video material. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purposes.

SCHOOL TRIPS DURING THE NORMAL SCHOOL DAY

I consent to the student taking part in local visits organised by the school on the basis that such trips do not involve transport and students will leave school at the normal time, unless otherwise specifically advised.

CASHLESS CATERING

I consent for the student to be registered into the school’s catering system using their finger. I understand that the fingerprint image is not stored and cannot be used for any other purpose.

*I confirm that I have read and understood the Home School Agreement included in the Parent Handbook. I have also discussed with my child, his/ her responsibilities in this regard.*

SIGNED:

NAME (Parent/Carer)

**Consent Policy**

The information contained in this form is for the confidential use of authorised personnel only. Details of our privacy policy are available on our school website. Under the General Data Protection Regulations (GDPR), where you freely consent to St James’ Catholic High School processing your data specifically for the purposes intended you may withdraw your consent in writing at any time.

STEP 2

STEP 3

STEP 3 – STANDING ORDER FOR GOVERNORS FUND

ST JAMES’ CATHOLIC HIGH SCHOOL

STANDING ORDER MANDATE FOR ST JAMES’ GOVERNORS FUND

To:

Name of Bank:

Branch Name :

Branch Address :

- Please make an immediate payment of £60.00 and 4 further annual payments of £60.00 starting on 5th September 2019

Or

- Please make an immediate payment of £5.00 and a further 59 payments every month of £5

(Delete the option which does not apply)

to Royal Bank of Scotland, London, Victoria, Sort Code 16 01 09 for account of WRCDT, St James Catholic High School, Account Number 00254755

quoting reference: 2019

Student Surname:

Student Forename:

Sort Code:

Account Name :

Account Number :

Signature:

Date:

Alternatively, you may wish to set this up on-line directly with your bank if you use on-line banking

Please tear here



STEP 4 –GIFT AID DECLARATION

ST JAMES' CATHOLIC HIGH SCHOOL

WESTMINSTER ROMAN CATHOLIC DIOCESE TRUSTEE (WRCDT) SJGP

Title - (Mr / Mrs / Miss / Ms) (please delete as appropriate)

Parent’s Surname - (Block Capitals)
Parent’s First Name

Parent’s Full Home Address - (Block Capitals)

Full Postcode

I want the above Charity to treat as Gift Aid donations all qualifying donations of money made since 6th April 2019, and all donations I make in the future until I notify you otherwise.

SIGNED:	
NAME	(Parent/Carer)
Date	

PLEASE NOTE:

- 1. I confirm I have paid or will pay an amount of UK Income Tax and / or Capital Gains Tax for each Tax Year (6th April to 5th April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.
- 2. You can cancel this declaration at any time by notifying the Charity.
- 3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Charity reclaims, you must cancel your declaration.
- 4. As any tax refund received by the charity will be made at the basic rate, higher rate tax payers will benefit through additional tax relief if they declare their Gift Aid Declaration on their tax return.
- 5. This declaration refers to all donations made to the Charity but should not include donations for services, such as School Buses, etc.
- 6. Please notify the Charity if you change your address.
- 7. This declaration must be in one name only.

Registered Charity No.233699

KEY INFORMATION

WHAT ARE OUR SCHOOL TIMES?

Registration: 8.35am – 9.05am  
Period 1: 9.05am – 10.05am  
Period 2: 10.05am – 11.05am  
Break: 11.05am – 11.25am  
Period 3: 11.25am – 12.25pm  
Period 4: 12.25pm – 1.25pm  
Lunch: 1.25pm – 2.05pm  
Period 5: 2.05pm – 3.05pm

UNIFORM

All students are expected to wear full school uniform correctly every day, both at school and on the way to and from school. We ask all parents and carers who send their children to our school to support our uniform and appearance rules and in maintaining the high standards for which our school is known.

High standards

It is the responsibility of parents and carers to ensure that their children have the correct uniform, which is clean and in good repair and ensure that their children are of smart appearance. It is important that valuable learning time is not taken up with a student’s non-compliance with our school rules. A high standard of personal appearance is expected and any student falling short of these expectations may expect to be sent home to remedy their breach of the school rules on appearance or uniform.

Boys and girls

- Black blazer with school badge.
- Clip on school tie.
- Plain white school shirt. Shirt worn with top button done up and must be tucked in properly all the way round.
- Black V neck pullover / cardigan. No logos.
- Black shoes – if laced shoes, laces should be black. Shoes should be leather or leather substitute – suede or canvas are not permitted. Trainers are only to be worn in PE/Games lessons. Plimsolls may not be worn.
- A plain black coat (no leather, pvc or denim, and no designs or writing on the coat).

- A plain black school bag of a suitable size to accommodate A4 exercise books which fastens securely to keep books dry in the rain (not a string bag).

Boys

Black school trousers. Trousers must be of the correct length and size, and fit properly, i.e. neither excessively baggy nor tight. Black socks.

Girls

School kilt. Kilts should be knee length and should not be rolled up at the waist. Plain black opaque or flesh coloured tights or black knee-high socks.

P.E. Kit

- Black/white tracksuit with logo.
- Black/emerald/white rugby jersey with logo.
- White/black polo shirt with logo.
- Black shorts with logo.
- Black football socks.
- White P.E. socks.
- Trainers.
- Football boots.
- Shin pads.
- Mouth guard.
- Sports bag.

If T-shirts are worn underneath shirts, they must be plain white and should not be visible. Sweatshirts, 'hoodies', non-uniform jumpers and baseball caps are not allowed.

Where to buy

All items of uniform are available from Howard Bros, 30 The Broadway, Mill Hill, NW7 3LL T: 020 8959 4987. You can also purchase online at [www.uniform4kids.com](http://www.uniform4kids.com).

Labelling of uniform

Please ensure that all items of clothing and equipment are clearly marked with your child’s name.

RESOURCES

Parents are asked to contribute £25 for the year toward the cost of their child’s student planner and for the additional resources required to support learning in subjects such as Art, Food Technology and Design. Payment for this must be made through your ParentPay account.

FOOD IN SCHOOL

At St James’, we operate a cashless catering system. Parents top-up their child’s canteen account on-line using our ParentPay service. This means that students do not need to bring money to school and those students that are entitled to free school meals can take their meal from the canteen in the same way as any other student.

Free school meals

Free school meals are available for children whose families are in receipt of certain benefits. If you feel that your child might be eligible, please go on-line to <https://pps.lgfl.org.uk>. You will be prompted to submit a few basic details and once completed, you and the school will be directly informed of the outcome of that check.



# FREQUENTLY ASKED QUESTIONS

**Here are our answers to what we find are the most frequently asked questions. If you have any queries that are not covered here please contact the school office and we will be happy to help!**

## ABSENCE

St James' Catholic High School seeks to ensure excellent school attendance and punctuality so that students can achieve and realise their potential and have every opportunity to be involved in all aspects of school life. We appreciate that your child may be unwell from time to time and that there can be exceptional circumstances for absence but we urge you to think carefully about keeping your child out of school. There is a strong correlation between poor attendance and underachievement.

### Absence procedures

If students are not in school, there must be a justifiable reason and parents should telephone the Student Services before 08.35 am on each day of absence on 020 8358 2808. All absences must be explained by a letter from the parent or carer. If the absence is for 1 or 2 days the note should be brought in by the student on their return. For longer absences the note should be posted to the school. Telephone calls explaining absences should always be followed by a letter.

### Term time holidays

The Headteacher has a discretionary power for leave to be granted for the purpose of an annual family holiday during term time, and will consider carefully any applications for term time holidays made at least four weeks in advance. Only in exceptional circumstances will leave of absence be granted and as a general rule permission will not be given for term-time holidays. Please do not make travel arrangements before discussing the matter with the school.

### Medical appointments

Appointments for doctor, hospital and dentist, etc. should be made during the school holidays or weekends. However, should an appointment only be available during school time, students will be allowed to leave the school premises on showing proof of an appointment to Student Services.

## LATE ARRIVALS

The school day starts at 8.35am. If your child arrives between 8.35am and 9.30am, they will be marked late in the register (L). If they arrive after 9.30am, without an appropriate reason, they will be recorded as an unauthorised absence (U). If your child is late for school on more than three occasions in a term, they will receive an hour's detention after school for each subsequent late.

## MEDICATION IN SCHOOL

St James' Catholic High School understands the importance of medication being taken and care received as detailed in the student's IHP.

- We will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child, to include escort staff for home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.
  - We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.
  - When administering medication, for example pain relief, we will check the maximum dosage and when the previous dose was given. Parents will be informed. We will not give a student under 16 aspirin unless prescribed by a doctor.
  - We will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
  - Parents must understand that they should let the school know immediately if their child's IHP needs change.
  - If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
- ### Storage of medicines and equipment
- We ensure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
  - Students may carry their own medication/equipment, or they should know exactly where to access it.
  - Students can carry controlled drugs if they are competent, otherwise we will keep controlled drugs stores securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a student once they have had specialist training.
  - We will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
  - We will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though

must still be in date, will generally be supplied in an insulin injector pen or a pump.

- Parents are asked to ensure that all medications are updated to ensure that they are always in-date.
- We dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

## MOBILE PHONES AND OTHER PROHIBITED ITEMS

Items which are not allowed in school will be confiscated. This includes mobile phones which will be kept in school until parents can come into school to collect them and will not be returned the same day they were confiscated.

## ACCESSORIES, HAIRSTYLES, MAKE-UP AND JEWELLERY

Jewellery is not allowed, apart from a watch, and for girls one small, discreet stud earring in each ear lobe.

### Boys must be clean-shaven.

Hairstyles must be conventional, neat and tidy, of a natural colour and must be worn off the face. Shaved patterns in the hair or eyebrows are not permitted. Hair extensions are not allowed. Hairbands must be plain, simple and understated.

Make up, nail varnish, nail extensions, nose studs or body piercing are not allowed.

## BEHAVIOUR

### Rewarding achievement

At St James' we believe that recognising good behaviour, service to the school community and excellent academic achievement is the most effective way to promote and develop outstanding behaviour. St James' believes that it is important to encourage good conduct through the school by celebrating and rewarding good behaviour.

Our rewards system is linked to SIMS and students are rewarded for outstanding achievement and behaviour formally in awards assemblies and ceremonies and informally by praise, postcards and telephone calls home. Merits can be awarded for helpfulness, politeness and service to the school community as well as the full range of effort and achievement. 4 Certificates and commendations are given out in termly celebration assemblies for each year group and at the end of the year. Other rewards include: Brent Cross vouchers, queue jumping pass, badges for 100% attendance or achieving certain numbers of merits.

### Sanctions for poor behaviour

Poor behaviour is neither tolerated nor ignored. It is always challenged and students who wilfully fail to comply with school rules and regulations can expect to be sanctioned. Students who breach the school's Behaviour

# FREQUENTLY ASKED QUESTIONS

for Learning Policy whilst easily identifiable as a student from St James' Catholic High School, or in school uniform, will be dealt with in the same manner as if the incident had taken place at the school. This includes, but is not limited to, travelling to and from school. Poor behaviour may result in students not being permitted to go on future school trips.

### Addressing concerns

However, the school recognises that disruptive behaviour can be an indication of unmet needs. Where the school has concerns about a student's behaviour, we will try to identify whether there are any causal factors and intervene early in order to reduce the need for a subsequent exclusion. In this situation we will give consideration to a multi-agency assessment that goes beyond the student's educational needs.

## CLUBS, ACTIVITIES AND ENRICHMENT

We are aware that a great deal of valuable learning takes place outside the classroom. Staff at St James' give generously of their time to ensure that there is a wide range of enrichment and extra-curricular activities, as well as trips and visits to suit each student. Students may participate in a variety of sports, both at lunchtime and after school. Other extra-curricular clubs include:

- Homework club.
- Performing arts.
- Chess.
- Art.
- Debating.
- Public speaking.

The Learning Resources Centre is open for students at break-time, lunch-time and after school. We want to give everyone in our community every opportunity to grow and develop into self-sufficient, lifelong learners.

Online Safety [main heading for article]

We have an E-safety policy which can be found on our website. Our policy includes how we teach children to stay safe when using the internet in and out of school - including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The School ensures that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

### Digital images

The use of digital images in schools is a complex area. The school has a policy which covers the taking and use of digital images and videos of children and takes steps to ensure that it is understood and enforced.

We recognise the importance and usefulness of including the children's use of technology within the classroom; with this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way.

The use of technology can also present risks if children are left to use the equipment in an unsupervised environment, and the school ensures that all usage of technology within the school is supervised by an adult at all times.

## HELPING TO SUPPORT CHILDREN'S LEARNING AT HOME

Homework is designed to improve achievement and help our students to develop the skills and attitudes they will need for successful lifelong learning. It requires careful planning and integration into the scheme of work of each curriculum area. Learning at home is an essential part of the students' education.

### Independence

Homework should give students the opportunity to practise at home the work covered in class, and help students work towards developing skills independently. Homework should also help our students to become confident in their learning.

### Objectives

The objectives in giving homework are:

- To establish consistent study patterns.
- To reinforce subject matter learned in class or prepare for new learning.
- The development of research skills.
- To establish independent learning skills.
- To show progress and understanding.
- To provide differentiated and challenging work for all students.
- To provide feedback in the evaluation of learning.

## ISSUES CONCERNING CHILDREN'S WELFARE

If you have an issue concerning your child, please speak to his or her form teacher as the first point of contact.

## SRE LESSONS

Sex and Relationship Education is not a subject on the curriculum, although there are from time to time specific classes on various aspects of sex education in a variety of subjects. Questions will arise in these classes and teachers are asked to answer honestly, taking care to make answers simple and straightforward and be careful not to give rise to confusion or anxiety. All students are encouraged to refer to their parents for further information and should it be thought necessary by the Headteacher, parents or carers may be consulted.

## SPECIAL EDUCATIONAL NEEDS

St James' aspires to be an inclusive school which maximises the potential of each of its students by supporting and addressing their varying individual needs. We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God. We aim to develop a culture of inclusion and diversity in which everyone can participate in school life.

### Our commitment

Our Mission Statement 'I have come that they may have life and have it to the full' and the 4 Rs of respect for self, respect for others, respect for the environment and responsibility for our own actions are central to the aims of our Department.

We are committed to ensure that all are given every opportunity to develop their talents to the full and to ensuring equality of education and opportunity for students with Special Educational Needs and Disabilities (SEND).

We aim:

- To ensure that all students including those with difficulties and disabilities have equal access to a broad, balanced curriculum which is differentiated to support identified individual needs and abilities.
- To promote individual confidence and a positive attitude and enable every child to experience success.
- To ensure that all teachers are aware it is their responsibility to meet the special educational needs of students by identifying, assessing, recording and regularly reviewing students' progress.
- To share good practice.
- To ensure that all students make progress.
- To encourage parents/guardians to join us in planning and supporting at all stages of their child's development.

Support is provided by all staff and the Curriculum Access Support Team (CAST).

## EMERGENCY ARRANGEMENTS

We will of course endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach the school and provide an adequate educational service.
- For children and staff to journey to and return from school safely and without undue delay.

### Contact numbers

In the event of the School being unable to open, or having to close during the course of the day because of worsening weather or other unforeseen circumstances, parents will be contacted by text message. An early release will only be contemplated in very extreme circumstances. Parents/carers are urged to keep mobile phones switched on and audible in case we are trying to contact you.

We will also post the information on our website.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let us know they are on their way. The school recognises that there may be isolated incidences are cut off, even when the clear majority of children can get to school. In such instances, parents should inform the school of the circumstances of this exceptional situation.



# CHARGING POLICY

Over many years, St James' School has been involved in organising school journeys, which include both day and residential visits. These have been regarded as a very valuable contribution to the total education of students and, up to now, have been funded by parents.

## Funding for activities

Due to the lack of clarity regarding the legal position for charging for school activities, the 1988 Act has sought to be more specific and clear. Activities such as school journeys cannot be charged for by the school. However, the school has no way of funding such activities. The Governors feel sure that you would wish these activities to continue for your child's benefit, but unless parents continue to make voluntary contributions, such activities are unlikely to run in the future.

## Exceptions

With regard to voluntary aided schools, the Education Reform Act (1988) lays down the general principle that Governors may not charge for any form of education or related activities, if it takes place within school hours and is associated with the National Curriculum and/or essential examination preparation.

There are some exceptions to this rule and they are listed below. In view of the fact that the Governors do not have the funds, or indeed, the financial resources to pay for the items below, parents are liable to charges for them under the terms of the 1988 Act.

- Individual tuition for a musical instrument. This can be charged for in, or out of, school hours, provided that such tuition is not for public examination (e.g. GCSE, A Level) and/or National Curriculum purposes.
- Voice tuition outside school hours and when not required for public examination and/or National Curriculum purposes.
- Cost of board and lodging incurred in residential visits in or out of school hours.
- Wasted public examination fees: liability for these occurs where a student without good reason, fails to fulfil the attendance, work and/or assignment requirements for a public examination for which he/she has been entered.
- Optional extras: these are run out of school hours and encompass voluntary activities and, as such, can be charged for e.g. ski trips. Activities of this kind can only be

provided if financed totally through voluntary contributions by parents. In the event this does not happen, the activity will be cancelled.

- Ingredients and materials for practical subjects: these can be charged for, once parents have indicated – in advance – that they wish to own the finished product.
- Damage to school property. Parents are liable for wilful damage caused by their child to school property. This includes liability for the replacement of lost or damaged books. Voluntary contributions: In areas where governors are not permitted to charge the legislation does not allow the governors to seek voluntary contributions from parents.
- Family Credit or Income Support: The legislation provides that families eligible for daily credit or income support will not be liable for board and lodgings costs of residential activities within school hours or where such visits are required for public examination and/or National Curriculum. Where possible, the governors will assist with funding in these special circumstances.



# POLICIES

## POLICIES

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

## Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

## Other Key Policies

Some of our key policies are:

- Anti-bullying.
- Child protection.
- Equality, disability and Accessibility.
- Safeguarding.
- SEND.
- Behaviour.
- Code of Conduct.

A full list of policies can be found on our website under Key Information/Policies.

# WORKING WITH PARENTS

## COMMUNICATION WITH PARENTS

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence, where each child valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

## Parent evenings and reports

Regular parent evenings are held throughout the School year. These are an opportunity for you to come into School and meet with your child's teachers to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher. You can also discuss your child's written School report.

## News

Our website is a great resource for keeping updated with events and news at school. It is updated regularly.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

The school uses a text messaging service and the MyEd app to keep parents up to date with matters in school and any key events.

## FRIENDS OF ST JAMES'

FOST is an organisation run by parents and staff of St James' for the benefit of the whole school community. Participation is purely voluntary and FOST support the school in numerous ways. An important role is that of raising funds for the school, through activities supported by students, parents and members staff. We are a lively and proactive group that is always looking at innovative ways of fundraising through organising great social events.

## Enriching the children's experiences

Funds raised by FOST have allowed the school to purchase additional resources that enrich the opportunities for all our students. Most recently, with support from funds raised by FOST, the school have been able to purchase a new school minibus that will allow students to attend sports fixtures, trips and activities.

## Come and join us

We are reliant on the support of parents whether it be to help organise events or simply to attend with friends and family. If you would like more information regarding FOST please email: [fofst@st-james.barnet.sch.uk](mailto:fofst@st-james.barnet.sch.uk)

Parents are welcome to get involved as little or as much as they feel able to. Meetings are held once every half-term in the school and dates will be published early in the new academic year. Please come along to our first meeting to find out a bit more about us and see if you'd like to help.

## THE HOME/SCHOOL AGREEMENT

We believe it is essential to have strong links between home, School and the community. All children, parents and teachers are asked to sign a Home/School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

## CONTACTING PARENTS

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary but if your child is taken ill or has an accident at school it is important that we are able to get in touch with you. Please make sure we have your correct address and telephone numbers at home and work, and the name and contact details of a friend or relative who we could contact if we are unable to get hold of you.

## SEEK PERMISSION

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this, we send a letter asking for permission for any visits which are further away or involve transport, and children are not taken unless the permission slip is returned.

## PARENTAL ENGAGEMENT GROUP

We are very keen to foster the partnership between the school and our parents. With this in mind, we provide, in conjunction with needs identified by our parents, a schedule of sessions throughout the year to engage with and to support parents. These sessions also provide an ideal opportunity to seek parental views and to inform futures plans and initiatives.

# TERM DATES 2019/20

## AUTUMN TERM 2019

First day of term: **2nd September 2019**  
Half term: **21st October 2019 – 25th October 2019**  
Last day of term: **20th December 2019**

## SPRING TERM 2020

First day of term: **7th January 2020**  
Half term: **17th February 2020 – 21st February 2020**  
Last day of term: **3rd April 2020**

## SUMMER TERM 2020

First day of term: **20th April 2020**  
Half term: **25th May 2020 – 29th May 2020**  
Last day of term: **17th July 2020**

## FURTHER INFORMATION:

Staff Development Day:  
**Monday 2nd September 2019**  
Sixth Form Enrolment:  
**Tuesday 3rd September 2019**  
Start for Year 7:  
**Wednesday 4th September 2019**



# OUR FAITH IN ACTION

**Our Catholic faith lies at the heart of everything we do and permeates the school community and curriculum. Religious Education plays a central role in encouraging the growth and development of students' faith.**

We aim:

- to assist in making Christ and the teaching of the Catholic Church known to all people and to support parents in their children's education and religious formation.
- to be at the service of the local Church - diocese, the parish and the Christian home.
- to contribute to the creation of a society that is highly educated, skilled and cultured.

During the year, students take part in a number of masses and religious services. Each week there is an assembly based around the liturgical calendar. Prayer and collective worship form an integral part of daily life at St. James'.

Our school chapel offers students regular opportunities for personal reflection.

St James' teaches the truths of Catholic belief and practice and provides an opportunity to explore and reaffirm our students' own commitment. Students learn to cherish Christian values and to respect the people around them as part of their journey of faith.



## ST JAMES' CATHOLIC HIGH SCHOOL

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Fax: 020 8358 2801

Email: [admin@st-james.barnet.sch.uk](mailto:admin@st-james.barnet.sch.uk)

[www.st-james.barnet.sch.uk](http://www.st-james.barnet.sch.uk)

**"I HAVE COME THAT THEY MAY HAVE LIFE AND HAVE IT TO THE FULL."**  
**JOHN 10:10**