



WELCOME PACK

St. James 
C. of E. PRIMARY SCHOOL

We are thrilled to welcome you to St James C of E Primary School. We are proud to be a warm, inclusive, caring school where we aim to work in partnership with parents to ensure that all children are ready for their next stage of education when they leave St James.

Our values of Love, Respect, Unity and Courage permeate through all our curriculum as we aim for all children to let their light shine.

Mrs Murphy, Headteacher

SCHOOL ROUTINES

Morning drop off

- Gates open at 8.35am and children can come in to class. Registration takes place at 8.45am.
- Reception / KS1 children enter through the Infant gate on Marlborough Drive.
- KS2 children enter through the main gate.
- Pupils arriving after 8.45am must be signed in at the Office by the parent/carer. They will be marked as late.

Afternoon pick up:

- Collection for all pupils is 3.15pm from classrooms in Reception / KS1 and the junior playground for KS2.

Please note:

- Dogs are not permitted on the school premises (including dogs carried by their owners).
- No smoking/vaping permitted.
- Phone free site - Please refrain from using your mobile phone on school grounds.

ABSENCE

If your child is absent for any reason, a telephone call to the school office (01932 851 762) option 1 or an email to office@stjames-veybridge.surrey.sch.uk is required by 8.30 am.

If your child has a medical appointment during school hours, you should let the school office know by email and include the time your child will be collected. Parents should collect their child/children at the school reception and complete the signing-out process. Parents should complete a medical appointment request form which can be found [here](#).

The school holiday dates are published a year in advance. The Department for Education and St James' Governing Body strongly discourages granting leave of absence during term time. If a family feels leave in term time is unavoidable, the parents must complete the 'Application for Leave in Exceptional Circumstances' form and email it to office@stjames-veybridge.surrey.sch.uk

Parents cannot demand leave of absence for their child/children as a right. All term time, 'Leave of Absence' will be recorded as unauthorised absence.

Any other term time leave will be reviewed by the Headteacher who will decide whether or not to authorise the absence having considered our [Attendance Policy](#).

SNACKS AND LUNCHESES

Children all require a named water bottle that they can refill during the day as required (please do not provide squash or juice).

Healthy snacks for morning break (fruit/vegetables only) are encouraged. Infants are provided with a free piece of fruit or vegetable daily, but you may choose to send your own.

All children under the age of 5 are entitled to free school milk. If you would like to register your child to receive school milk, please do so on www.coolmilk.com.

Packed lunches are collected each morning and stored in a safe place until required. The packed lunch is eaten in the dining hall. We request that this is a healthy, nut-free lunch containing no chocolate or crisps, in line with our Healthy Schools initiative.

Children in Reception Class, Year 1 and Year 2 are entitled to a free school lunch each day under the Universal Free School Meals Scheme for Infant children.

Lunches for all other children are chargeable and must be paid for in advance. Alternatively, children can bring a packed lunch from home each day.

Parents can order school dinners in advance using the Arbor app or on the Arbor website. School meals cannot be ordered unless there is a credit balance on the child's meal account. You will need to top up the account with a payment before selecting the schools meals.

On joining St James, all parents/carers will be sent a welcome email from Arbor to set up their child's account. If you have any issues accessing to your child's account on Arbor, please contact the school office.

Some pupils and staff have a severe allergic reaction to nuts, so please do not send ANY products containing nuts into school.

SCHOOL UNIFORM

Infant uniform

- Blue polo shirt
- Maroon round necked sweatshirt* or sweatshirt cardigan*
- Grey pinafore dress, skirt, trousers or shorts
- Grey tights or grey or white socks
- Pale blue & white striped or checked summer dresses can be worn April – October
- Black school shoes or ankle boots (no trainers or high heels)
- Maroon Book Bag* in Reception and Year 1.
- Year 2 children may have a small rucksack.

Junior Uniform

- Blue shirt
- School tie*
- Blue polo shirt can be worn during the summer – from April to October
- Maroon V necked sweatshirt* or cardigan*
- Grey trousers, shorts or skirt.
- Pale blue & white striped or checked summer dresses can be worn April – October
- Grey tights or grey or white socks
- Grey socks
- Black school shoes or ankle boots (no trainers or high heels)
- A small school bag.

PE Kit for all year groups

- Maroon* or navy blue unbranded shorts
- Maroon* or navy blue unbranded sweatshirt for colder months
- Maroon* or navy blue unbranded tracksuit bottoms for colder months
- Blue T-shirt
- Trainers

SCHOOL UNIFORM

Whilst items with the school logo are not compulsory, branded items marked * are available through School Uniform Direct in West Byfleet www.schooluniformdirect.co.uk. If you are experiencing difficulties and are unable to purchase uniform, please contact the school office, as pre-loved items may be available.

- Children wear their P.E. kit to school on the days their class has P.E.
- PE kit and school uniform are not inter-changeable i.e. children may not wear trainers or PE hoodies on days they should be wearing their normal uniform.

Please make sure that all clothing and footwear are clearly marked with your child's name.

- The school office has a few items of spare clothing for changing into in the event that children's clothes get wet or soiled. In the event that your child comes home with one of these items, please wash and return them to the office.

Jewellery is not suitable for school wear. Please keep necklaces, bracelets and wristbands at home. Watches are allowed, although it is strongly recommended that they are named.

Stud earrings may be worn, but not during PE. These items must be able to be removed by your child whenever they take part in sports activities. If you are thinking of having your child's ears pierced, we recommend doing it over the summer holidays to allow enough healing time.

Children with long hair should have it tied back for reasons of hygiene and safety.

Temporary tattoos and the wearing of nail varnish are not allowed in school.

SAFEGUARDING

We are fully committed to the safeguarding of each and every pupil in our care and promoting the welfare of the children. We expect all staff and volunteers to share this commitment.

The Designated Safeguarding Lead(DSL) at St James is the Deputy Headteacher, Mrs Lee Cowden. She works alongside our Deputy DSLs Mrs Murphy, Mrs Wales and Miss Chadburn.

St James C of E Primary School has a duty of care to all children to ensure they are safe and free from harm both in school and outside of school.

Please be assured that we work proactively with our families at all times.

Please click to view our [Safeguarding and Child Protection Policy](#).

SAFETY ON SCHOOL SITE

For the safety of our children on the school site, we ask you to keep to the paths and avoid walking across the car park area.

Please make sure your child does not ride a scooter or bicycle in the school grounds.

Scooters and bicycles must be left in the racks by the main hall (infants bike and scooter racks are in by the Reception outdoor area), but the school is unable to accept responsibility for these items.

We keep our site secure and ask all parents to use the entry system on the main gate to contact the office, who will open the gate. When leaving the site, please ensure the gate closes behind you and do not allow other parents/visitors in.

All visitors must sign in and out at the school office.

MEDICATION

We are not allowed to administer any medication unless it has been prescribed. This applies to all medicines including Calpol and even creams/ointments.

If your child needs medicine that is not prescribed, please be sure to give it to them before school.

In line with our Supporting Pupils with Medical Conditions policy, where a child requires medication that has been prescribed, one of our first aiders is able to administer the medicine so long as the pharmacy label with the pupil's name and the stated dosage is visible, and the parent has completed a Parental Agreement to Administer Medication form, which is available on the school website.

LOST PROPERTY

Please ensure that all uniform is marked clearly with your child's name.

In the event that an item of clothing is misplaced, please ask at the school office and they will direct you to the lost property box.

SCHOOL PAYMENTS

We are a cashless school and all payments for meals, wraparound care and school trips are made via Arbor.

A welcome email will be sent from Arbor once your child has started school.

PARKING

If you bring your child to school by car, please show consideration for our neighbours by parking responsibly so that driveways are not blocked and road junctions are kept clear. Parents are not allowed to park in the school carpark, without prior agreement from the School Office.

Dropping off or parking is not allowed in the school entrance at any time.

Please ensure you comply with all parking restrictions on the roads nearby. This is to keep our children safe and to allow access for emergency vehicles at all times.

CENTRAL COMMUNICATION

We try to keep you informed about events in school through regular school newsletters.

Most of our letters are emailed out to families, so we ask that you provide us with a valid email address for this purpose.

St James sends a daily bulletin to help families remember key information.

We also ask you to check the fortnightly newsletter diary dates page to keep abreast of future events.

MISCELLANEOUS

Toys, radios and other expensive equipment should not be brought to school unless your child has been given special permission by a teacher.

Money should be in an envelope stating your child's name and class, the amount and what it is for (e.g. cake sale).

Sweets and chewing gum are not allowed in school.

Mobile phones are not allowed in school.

OUR CURRICULUM

At St James we believe that every subject in the Primary Curriculum is important in its own right and plan a broad and balanced Curriculum. We are committed to children learning knowledge and skills and these are taught in a way that ensure deep retentions and transference to long-term memory. We aim to expand children's vocabulary by ensuring technical vocabulary is taught explicitly within individual subjects and applied to wider contexts to deepen knowledge and understanding.

Reading is at the heart of our curriculum and books are used across the curriculum to stimulate discussion, inspire work and deepen learning as we draw on prior knowledge when we recover themes and ideas. We are committed that children at St James develop a love of reading as we use books to build links and reinforce learning from across the curriculum.

We are committed to diversity and inclusion at St James so constantly review our curriculum and books to ensure they are representative of our diverse school and the diverse world that the children live in. Through our Christian Values: Love, Unity, Respect and Courage, alongside the Fundamental British Values, we celebrate differences and promote tolerance within our school. We work with the community, which includes our linked church, to support all children to be the change the world needs.

Our Curriculum planning ensures all subjects are planned discretely and ensures that there is clear progression and challenge across the school. Our carefully selected schemes of work ensure that each subject's substantive and disciplinary knowledge is placed at the heart of the curriculum and we aim for all children to have a firm grounding across all curriculum subjects. We draw on the local area to personalise our curriculum choices: for example studying Oatlands Palace, a previous Tudor Palace at our school site which lies in the grounds, and how Brooklands racecourse changed the area. Through all our curriculum choices, we aim that our children will succeed socially, emotionally and academically and "let their light shine" at St James and in the next stage of their school life and beyond.

For further information on our curriculum, please see our curriculum documents on our school website.

INCLUSION AND EQUALITY

We are fully committed to ensuring equality of education and opportunities for all pupils, staff , parents and carers irrespective of race, gender, disability, faith, religion, or socioeconomic background.

We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and are able to participate fully in school life.

Our policies on Equality and Diversity, along with our Equality Objectives, can be found [here](#)

At St James, we have high expectations for our children and encourage achievement for all. We are an inclusive school and ensure that all of our children enjoy a broad and balanced education regardless of any special educational needs or disabilities that they may have.

Our Special Educational Needs Coordinator (SENCo), Mrs Wales works closely with parents, children, teaching staff and external professionals. She can be contacted over the phone or via email on sen@stjames-veybridge.surrey.sch.uk

FREQUENTLY ASKED QUESTIONS

Your child is ill or absent

Email the school office or phone by 8.30am and leave a message on the absence line explaining the reason for the absence. You should do the same on each subsequent day of absence.

My child has had a bout of vomiting or diarrhoea, what do I do?

Inform the school office and keep your child away from school until 48 hours after the last bout of vomiting or diarrhoea.

The person picking up my child from school is different to the usual person, what do I do?

Email (preferably) or phone school before 12.30pm with details including the full name of the person picking up. If this is a new person, we may ask you to provide a code word, or collect from the office where we will ask to see I.D.

You are requesting leave of absence from school during term time.

Collect a 'request for special leave of absence' form from the office. You will be informed about whether or not the leave has been authorised.

Your child is going to be late to school

Drop off your child at the school office and sign them in using the sign-in system. You must accompany them all the way to the school office.

Your child has an appointment during school hours

Complete a medical appointment request form. Provide a copy of the appointment letter/email. Collect and return your child from the school office.

Your child needs to take prescribed medication during the school day.

Wherever possible try to obtain medication that can be taken before and after the school day. If this is not possible, complete an 'Agreement for Schools to Administer Medicine' form (available from the office team).

You are worried about your child's progress

Email the school office; your query will be passed onto the class teacher and they will get back to you.

You are concerned about certain behaviour in school

Email the school office and they will pass the concern on to the appropriate person. If your concern relates to a sensitive matter, please use the dsl@stjames-veybridge.surrey.sch.uk email address.

FREQUENTLY ASKED QUESTIONS

You wish to help out in school as a volunteer (e.g. with reading)

Contact the school office who be able to advise on the process.

Your child develops head lice

Treat your child's hair and family members' hair. Contact the school office. Your child can still attend school.

You have a query about paying for school lunches.

School lunches are free in Reception, Year 1 and Year 2.

In Years 3-6 there is a charge for school lunches, unless you are eligible for Free School Meals. Meals are paid for on Arbor.

If you would like to find out if you qualify for Free School Meals, please contact the school office.

You think your child has lost an item of clothing or uniform

If the item is named, we will make every effort to return it to your child. If it is not named it will be placed in our lost property box in the School Office. Please encourage your child to take responsibility for their own clothing

You want to find out about key events happening in school

We have an online calendar on our website which is available for view at any time. There is also a link to this on our Headteacher's newsletter, which is emailed to all parents every two weeks on a Friday. Further reminders are sent from the school office on our daily communication bulletin.

You have a message for the teacher about your child's ability to take part in PE / outdoor breaks that day (e.g. if they have an injury).

Email or phone the office as early as possible so that the message can be passed on in plenty of time for the teaching team to get it before the start of the school day. Please note that teachers cannot check their emails during the school day.

Your child usually goes to Sunset club after school but today you will be collecting them from school.

Please inform Sunset club and also the school office team so that they can let the teaching team know.

Anything else...?

Please ask a member of the office team

	SEPTEMBER				OCTOBER				NOVEMBER					DECEMBER						
Monday		7	14	21	28		5	12	19	26	2	9	16	23	30		7	14	21	28
Tuesday	1	8	15	22	29		6	13	20	27	3	10	17	24		1	8	15	22	29
Wednesday	2	9	16	23	30		7	14	21	28	4	11	18	25		2	9	16	23	30
Thursday	3	10	17	24		1	8	15	22	29	5	12	19	26		3	10	17	24	31
Friday	4	11	18	25		2	9	16	23	30	6	13	20	27		4	11	18	25	
Saturday	5	12	19	26		3	10	17	24	31	7	14	21	28		5	12	19	26	
Sunday	6	13	20	27		4	11	18	25	1	8	15	22	29		6	13	20	27	

	JANUARY				FEBRUARY				MARCH					APRIL					
Monday	1	11	18	25	1	8	15	22	1	8	15	22	29		5	12	19	26	
Tuesday		5	12	19	26	2	9	16	23	2	9	16	23	30		6	13	20	27
Wednesday		6	13	20	27	3	10	17	24	3	10	17	24	31		7	14	21	28
Thursday		7	14	21	28	4	11	18	25	4	11	18	25		1	8	15	22	29
Friday	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30
Saturday	2	9	16	23	30	6	13	20	27	6	13	20	27		3	10	17	24	1
Sunday	3	10	17	24	31	7	14	21	28	7	14	21	28		4	11	18	25	2






	MAY				JUNE				JULY					AUGUST						
Monday	3	10	17	24	31		7	14	21	28		5	12	19	26	2	9	16	23	30
Tuesday	4	11	18	25		1	8	15	22	29		6	13	20	27	3	10	17	24	31
Wednesday	5	12	19	26		2	9	16	23	30		7	14	21	28	4	11	18	25	
Thursday	6	13	20	27		3	10	17	24	1	8	15	22	29	5	12	19	26		
Friday	7	14	21	28		4	11	18	25	2	9	16	23	30	6	13	20	27		
Saturday	8	15	22	29		5	12	19	26	3	10	17	24	31	7	14	21	28		
Sunday	9	16	23	30		6	13	20	27	4	11	18	25	1	8	15	22	29		

Bank and Public Holidays 2026/27

<i>Christmas Day</i>	<i>Fri, 25 Dec 2026</i>
<i>Boxing Day (Substitute day)</i>	<i>Sat, 28 Dec 2026</i>
<i>New Year's Day</i>	<i>Fri, 1 Jan 2027</i>
<i>Good Friday</i>	<i>Fri, 26 Mar 2027</i>
<i>Easter Monday</i>	<i>Mon, 29 Mar 2027</i>
<i>Early May Bank Holiday</i>	<i>Mon, 3 May 2027</i>
<i>Spring Bank Holiday</i>	<i>Mon, 31 May 2027</i>
<i>Summer Bank Holiday</i>	<i>Mon, 30 Aug 2027</i>

INSET Days

<i>1st September 2026</i>
<i>4th January 2027</i>
<i>12th April 2027</i>
<i>28th May 2027</i>
<i>28th July 2027</i>

-  Start of Term
-  School Inset Day
-  Last Day of Term
-  School Holidays
-  Bank/Public holiday

Is your child registered for
SCHOOL MILK?

Child
UNDER 5

Every child under the age of five is entitled to free school milk. Simply register your child online.



Child
OVER 5

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.

REGISTER YOUR CHILD TODAY

Register online
www.coolmilk.com



Need help?
Send us a message
at www.coolmilk.com/contact
or give us a call on **0800 321 3248**



FIND US ON SOCIAL MEDIA - SEARCH COOLMILKSCHEME

LET'S WORK TOGETHER

We look forward to you and your child joining our school and wish you a successful and happy journey through St James C of E Primary School!

For any further information, please get in touch

office@stjames-veybridge.surrey.sch.uk

01932 851762

