

Graham James Primary Academy



New Reception Intake

2023-2024



Graham James Primary Academy



**The Sorrells,
Stanford Le Hope
Essex
SS17 7ES**

Tel: 01375 675889

www.grahamjamesacademy.co.uk

Head Teacher:	Mrs Petra Back
Chair of Governors:	Mr Bradley Lane
Status & character:	Primary School (Reception to Year 6) & Nursery (Little J's Nursery)
No. of pupils on role: (updated April 2023)	419 children (Reception – Year 6) 50 children in Little J's Nursery

VISION & ETHOS

Graham James Primary Academy is a lovely place to be. There is a friendly, family ethos that is summed up in our motto:

CARING TO LEARN, LEARNING TO CARE

Our AIM is for children to feel safe, happy and have fun. To enjoy their time with us, learn lots and know that they are loved!

OUR VISION

Our VISION underpins everything we do and we put our children at the forefront of our decisions.

We strive for every individual to reach their full potential in an environment where we have the support to try, the confidence to fail and the encouragement to be the best version of ourselves. Our Academy offers a safe, stimulating and happy atmosphere where families are our partners in education. Together we aim high, achieve our best and know how valued and important we are.

At Graham James Primary Academy, we know that pupils who have a positive attitude towards their learning will make good progress and be successful. Consequently, instilling all our pupils with 'growth mindsets' has become a key priority for the Academy.

We want all our pupils to relish challenge, embrace their mistakes as part of the learning process, value the importance of effort, respond carefully to feedback and take inspiration from others. This will help them to achieve, not only with us, but also as they move forward into adulthood.

Our children are encouraged to celebrate the POWER of YET – understanding that there are many things that we do not know or cannot do – yet and that, by having a positive attitude, facing challenges, never giving up and working hard it will help us to learn, know and do so much more. Every challenge is another step in our learning journey.



Artsmark
Silver Award
Awarded by Arts
Council England



The importance of PARTNERSHIP:

Children learn best when parents and teachers work together to encourage and support them. Schools alone cannot address all of a child's developmental needs. The positive involvement of parents is essential – this all appears to be common sense, however, society has become more complex and demanding and, therefore, greater emphasis has to be placed on building good relationships based on honesty and trust.

Clear, open communication is paramount. Sharing and upholding the same values is crucial if children are to be expected to uphold the same standards at home and at school.

Children do not stop learning about values and relationship when they enter a classroom, nor do they stop learning academics and attitudes about learning when they are at home. We aim never to create a distinction between the roles that parents and teachers should play in a child's development.

At Graham James Primary Academy, we aim to reach out to our families, always trying to make them feel welcome as full partners in the educational process. In return, we ask our families to make a commitment of time and energy to support their children both at home and at school.



All about us:

Brief History:

Graham James as a school has been a part of the local community for over 50 years. The school journey started back in 1966 when Graham James Infant School first opened, followed closely by Graham James Junior School which opened 2 years later in 1968. In 1991, Graham James Infant School & Graham James Junior School amalgamated to become Graham James Primary which served the local community for 22 years. In 2013, Graham James Primary converted to become an academy and adopted the title Graham James Primary Academy which the school is still known as to this day.

Current day:

Graham James Primary Academy is an important part of the local community which has continued to grow and evolve in recent times in order to meet the high demand for school places. The single storey building comprises of 14 classrooms, a nursery (Little J's), computer suite, main hall, small hall, dedicated Inclusion area, school kitchen and administrative offices/rooms. The school is set in pleasant grounds, with a large playground, a yr6 playground, extensive playing field and a bike shed. All at Graham James Primary Academy are incredibly proud of the outstanding learning environment which our learners are taught in. Staff at Graham James are committed to producing learning environments that are engaging, motivating and most importantly enhance/support learning. Children of all abilities are celebrated throughout the different learning environments and as a result act as role models to each other.

Our School Rules:



In each classroom/ learning space, the Golden Rules poster is on display with the aim being that all children understand what is expected of them, inside and outside of the Academy and to give them a visual reminder of what they do to make Graham James Primary Academy a happy, safe and positive place to learn. Should inappropriate behaviour occur, the Golden Rules can be used as a discussion point between staff and children.

Pastoral Care & Discipline: (for detailed information – please refer to ‘Behaviour & Positive Relationships Policy)

It is a primary aim of our Academy that every member of the Academy community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

The class teacher is the most important person in school for your child. The class teacher builds the closest relationship and knows each child well and is responsible for the care of all the children in the class, but as stated in our behaviour policy, there might be times when particular problems/ incidents are referred to the relevant Assistant Head Teacher, or the Head Teacher.

The class teacher discusses the Academy rules with each class on a regular basis and reinforced through regular assemblies and buddy groups. In addition to the Academy rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom (promoting Democracy). In this way, every child in the Academy knows the standard of behaviour that we expect in our Academy and also understand the Rule of Law for the school. If there are incidents of anti-social behaviour,

the class teacher discusses these with the whole class during circle time/ class discussion time. Pupils have opportunities to discuss issues of behaviour and whether they feel safe in their Buddy Assemblies. If a child displays persistent undesirable behaviour, consultation is arranged between the teacher and the parents/carers in an attempt to correct the matter. In very rare cases and through consequence escalation – if the problems persist, the Head Teacher has the power to exclude the child from school for either a fixed period or permanently.

The Academy collaborates actively with parents, so that children receive consistent messages about how to behave at home and at the Academy. We explain the Academy rules in the Academy prospectus, and we expect parents to read them and support them.

We expect parents to support their child's learning, and to cooperate with the Academy. We try to build a supportive dialogue between the home and the Academy, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the Academy has had to use reasonable sanctions to address a pupil's behaviour, we expect parents/ carers to support the actions of the Academy.

Bullying:

The Academy does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend Academy free from fear.



Several Times On Purpose

Our Curriculum:

At Graham James Primary Academy, our priority is for our students to get involved with our curriculum and enjoy it. Planning takes place around a book or theme.

As an academy we follow the guidance as stated in the National Curriculum which states that the following 'core' subjects should be taught in all maintained schools:

- English
- Mathematics
- Science
- Information Technology

We also teach the 'foundation' subjects which include:

- Art
- Geography
- History
- Music
- Physical Education
- Design and Technology

At Graham James Primary Academy our learners also follow programmes of study for Religious Education and Personal, Social and Health Education.

In the summer term of year 2, children are assessed using Standard Assessment Tasks (SATs) and the results are collected and published. These tests are administered in an age-appropriate way: whole class, groups or one-to-one (depending on the children's needs). SATs tests are administered to pupils in year 6 (May). These tests assess children's maths, reading and GPS (grammar, punctuation and spelling). Writing is assessed by the class teacher at the end of the year.

Children are assessed throughout the year, in all year groups, from reception to year 6. This is to help track and monitor progress.

Our school follows the 'Jolly Phonics' scheme of work which aims to build children's speaking and listening skills as well as preparing children to read by developing their phonic knowledge and skills. In reception, children participate in daily speaking and listening activities; they practise oral blending and segmenting the sounds in words. Children then move onto learning the sounds that represent the letters of the alphabet and learn the digraphs and trigraphs (e.g. oa and igh) . This is taught through songs, actions, rhymes, magnetic letters and then gradually builds up to the reading and writing of words and simple phrases. Throughout KS1, phonics is an integral part of the curriculum.

Reading is taught through guided and shared reading activities, as well as reading comprehension lessons. Each child chooses a colour-banded book that is appropriate to their reading ability (assessed by the class teacher). This can be changed daily or weekly depending on the year group. Children are encouraged to read at home and school, to develop their fluency, stamina and understanding of texts.

Handwriting and spelling are a vital part of our curriculum. Handwriting is taught daily in KS1 to help children's fluency in writing, and regularly in KS2. Each class has weekly spellings to learn in class and at home. Presentation is something we pride ourselves on and children take great care and effort to present their work beautifully in all their work.

Maths is taught daily, including arithmetic and reasoning. Maths is taught through concrete, pictorial and abstract strategies across both key stages to ensure a deeper understanding of the concepts taught. We have bought into an ICT program called 'Times Tables Rockstars'; this is to encourage fluency and rapid recall of times table facts. This is available for children in year 2 through to year 6.

Our science lessons are aimed to ensure that all children develop scientific knowledge and conceptual understanding through the specific disciplines of biology, chemistry and physics. Most of our science lessons are practical lessons and aim to encourage children to ask questions and investigate results.

Physical Education: children are required to participate in two hours of P.E during the school week. This is to improve fitness, stamina and team building. P.E is taught both in our well-equipped halls and outside on the school grounds (playground and field). The school provides a rich sports curriculum during the school day as well as offering clubs and activities after school. PE lessons are taught either by the class teacher or a PE specialist from the West Ham Football Foundation. Children take part in inter-school games and tournaments as part of our extra-curricular programme. Swimming is also included within our curriculum and is taught on the grounds of Graham James Academy during the Spring Term of year 3.

For further information on our curriculum, please refer to the school website.



Special Educational Needs & Disability:

At Graham James Primary Academy we are committed to making our school inclusive and accessible to all children and in making sure that children are able to reach their full potential and to become confident with a growing ability to communicate their own views and needs. We invite families to work with us to achieve enjoyment, success and independence.

We believe that all children should have an education appropriate to their needs, which promotes high standards and enables them to:

- achieve their best
- become confident individual living fulfilling lives, and
- make a successful transition into adulthood.

High quality provision of a broad and balanced curriculum is intended to meet the specific needs of individuals and groups of children. When planning, teachers set a variety of challenges and provide resources to respond to individual children's diverse learning needs while ensuring that they maintain high expectations for all irrespective of prior attainment. A minority of children with needs that could become barriers to learning, may require interventions, additional support and/or individually tailored approaches to enable them to participate effectively and reach their potential.

The Aims and Objectives at Graham James are:

- to create a positive and nurturing whole school environment that meets the needs of children with Special educational needs through removing barriers to learning as effectively as possible;
- to ensure that special educational needs are promptly and consistently identified, assessed and provided for throughout the school;
- to make clear the expectations of all partners (children, parents, carers, staff and governors) and to encourage participation and engagement within the process;
- to identify the roles and responsibilities of staff in providing for children's special educational needs;
- to enable all children to have full access to all elements of the school curriculum

For further information, please refer to the SEND policy.

Practical details:

- **School hours:**

Little J's Nursery	am session = 9am-12noon	All children must be signed in and out by the adult bringing the child to nursery.
	pm session = 12noon – 3pm	
Reception	8.55am-3.10pm (door opens 8.45am)	All children must be handed over to a member of staff by an adult. On collection your child will only be released to a known adult over the age of 18.
KS1 (yrs 1 & 2)	8.45am – 3.15pm	All children must be handed over to a member of staff by an adult. On collection your child will only be released to a known adult.
KS2 (yrs 3,4,5 & 6)	8.45am – 3.15pm	Children to enter via the green KS2 gates – parents must drop their children off at the gate.

Please ensure that your child is at school on time – but better late than not at all. The gates will open at **8.40am** and will be locked at **8.55am**, with the exception of Little J's who lock their gate at 9.15am. If your child arrives at school after 8.55am, they will have to enter through the school office and will be given 1 late mark for that morning (please see attendance policy for further information). Please try to ensure that your child does not arrive at school before 8.40am unless they are attending breakfast club. If the weather is inclement, the children will be allowed into their classroom at 8.40am. Doors for Reception classes will open at 8.45am.

- **End of school day**

At the end of the school day, children in reception and key stage 1 (KS1 – yrs 1&2) must be collected from their classrooms outside door. Children in KS2 will be dismissed by the teacher via the classrooms outside door. Parents/ carers can collect KS2 children from outside their classroom at 3.15pm – however, children will not be handed over to an adult. Please arrange a collection routine for your child.

- **Lunch Time**

Reception	11.30am – 12.45pm
KS1 (yrs 1 & 2)	11.45am – 12.45pm
KS2 (yrs 3,4,5 & 6)	12.15pm – 1.15pm

We highly recommend that all of our children stay at school for lunch as this is a very important time in their personal and social development. However, children can go home for lunch as long as it is within their designated lunch time (see above table).

At school, the children can choose to have a school dinner or they may bring a packed lunch. Currently, children in Reception, year 1 and year 2 are entitled to 'Universal free school meals', this means that parents/ carers do not need to pay for school dinners. Once children are in year 3 and above, school dinners are charged at £2.30 per day.

We now have a more convenient way to pay for school meals, trips, visits and much more online, using a secure service called ParentPay. For further information on ParentPay please visit www.parentpay.com. (please note – you will receive your unique ParentPay account activation details once your child has started school in September).

The children are supervised at lunchtime by a Senior Mid-day Supervisor and a team of Mid-day Assistants.

Packed lunch – *On no account should glass containers or cans of any description be brought to school. Please do not include any foods containing nuts – this includes Nutella chocolate spread.*



Water bottles – Upon starting at Graham James Primary Academy, we provide your child with a water bottle which can be filled with **still tap water or unflavoured bottled water** for your child to drink throughout the school day. Please make sure that your child brings the bottle home each day for washing and refilling.



Term dates:

2022/ 2023 Academic Year:

Autumn Term: Monday 4th September 2023 to Wednesday 20th December 2023

Half term: Monday 23rd October 2023 to Friday 27th October 2023

Spring Term: Wednesday 3rd January 2024 to Thursday 28th March 2024

Half term: Monday 19th February 2024 to Friday 23rd February 2024

Summer Term: Monday 15th April 2024 to Friday 12th July 2024

Half term: Monday 27th May 2024 to Friday 31st May 2024

May Day holiday: Monday 6th May 2024

These dates include the 5 non-pupil days.

Please note:

Foundation, voluntary aided schools and academies are able to set their own term dates, which means the calendar may vary slightly for individual schools and academies.

Attendance/ Lateness:

Any absence that a child has from school affects them as their learning becomes disrupted and social interactions can also be affected. The school has a responsibility to discourage parents from removing their children from education for any reason as absences may have a negative impact on a pupil's educational attainment and progress. A pupil who takes 10 days absence a year will actually be spending more time at home than at school in that year and will only attain 94.7% attendance. 10 days absence means a child misses 50 hours of education each academic year!

Ensuring your child attends school regularly is your legal responsibility and allowing absence from school without good reason is an offence and may result in a prosecution.

Whilst we do understand that children are ill from time to time, individual pupil's academic attainment/progress does suffer if they miss school on a regular basis. Also, coming in late to school can have a detrimental effect on a child's progress as they find it hard to settle and will inevitably miss vital introductions to lessons. It also disturbs the class routines, which has a negative effect on other children's learning.

If a child is absent from school, we ask parents to notify the school on the first day of absence. All absences from school should also be explained by a note, from parents, upon the child's return. Children attending a medical appointment (e.g. medical or dental) will be credited with their attendance provided the school is notified in writing (ideally this will be supported by an appointment card/ letter or any other form of proof of appointment).

Please see our Attendance Policy for further details/ information.

Holidays taken during term time:

Parents/ carers are strongly discouraged to their children away on a holiday during school term time. There may, however, be circumstances where this does become unavoidable. Where parents intend to take their children out of school during term time, they must obtain a holiday form from the school office and return it back to the school office once complete.

Holidays during term time are not authorised – unless the reason can be classified as ‘exceptional circumstance/s’. Each application will be assessed on its own merits by a member of the Governing Body.

Parents must apply for leave of absence in advance of taking it, failure to do so will result in the absence being marked as an unauthorised absence. All applications need to be made at least 4 weeks before the period of absence and before personal and travel arrangements are made.

If the absence is not authorised and the holiday taken, the Absence Procedure will be followed as necessary. If a leave of absence is taken, please be aware that staff will not set extra work for children to do during their absence or on their return.

Breakfast Club:

In response to parental requests, we have a Breakfast Club at Graham James for children who attend our school. The breakfast club operates from 7.45am-8.45am (children need to arrive no later than 8.20am to receive breakfast) in the main school hall and will be supervised by suitably qualified members of staff working with relevant staff to pupil ratios.

A choice of breakfast will be offered each day, which will include the following:

A selection of healthy cereals
Toast (butter/jam/marmalade)
Beans/ spaghetti on toast
Fruit juices
Yoghurts
Fruit



The cost of the club will be £2.30 per child, per morning. As places are limited and in order to guarantee your child/children a place at Breakfast Club on your chosen days of the week, we will be operating a booking system on a first-come, first-served basis. Please ask at the school office for a booking form. Fees can either be paid in advance via ParentPay or on a Monday to the class teacher.

Places need to be booked ½ termly in advance, but payment can be paid weekly in advance if desired.

School Milk

Free milk is available for all children aged under 5 in school, funded by the UK Government. In our school the milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free milk on your behalf by providing Cool Milk with your child's name and date of birth. Once your child turns 5, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

Illness & Medication:

If a child becomes or feels unwell during the school day, they will be removed from class and cared for in the school office by a qualified first aider. If deemed necessary, we will contact the parents/carer with a view to the child being taken home for their own well-being/ treatment and recovery.

In very severe cases or serious accidents the child will be taken to hospital or an ambulance called. Parent/carers will be informed immediately. If we are unable to contact the parent/carer or other listed contacts, the Head Teacher/ member of the Senior Leadership Team (SLT) or school first aider will seek medical advice or, if necessary, take the child to hospital. We will always make decisions based on medical advice with the children's best interest and well-being as priority.

Children must not bring in any form of medication to school – This is to ensure that all children are safeguarded. Any medication that a child needs must be clearly labelled and brought to the school office by the parent/ carer. The parent/ carer will be asked to complete a 'Request for school to administer medication' form.

School Uniform:

School uniform should be worn at all times in school.

The school colours are bright red, white and grey. Uniform is a definite requirement during the school day and on school visits, photographs and other important occasions. The school uniform can be obtained from Uniform Wise or can be ordered direct from Tesco.com. (Please note – only children in year 6 wear a formal school shirt and tie).



All children should wear black leather shoes with flat heels.

Throughout the school year children will be playing and learning outside of the classroom in a secure area. Please make sure that children are dress appropriately for the weather i.e. coats/ hats/ gloves depending on the time of year.

- Jewellery:

Children are not allowed to wear jewellery to school. Accidents do happen and loss or damage can be expensive and upsetting.

Children whose ears are pierced should only wear stud type earrings to school (ideally flat studs).

- Make up:

On no account should make up, of any type (including nail varnish), be worn to school.

- Hair styles:

Hair styles must not be 'extreme' - Children must not have hairstyles fitting the following descriptions:

*Lines shaved into the hair

*Patterns shaved into the hair

*unnatural colour/s

*Hairstyles which are extreme. This includes hairstyles where the sides are much shorter than the top

Please note - should any such hairstyle appear in school, you will be contacted to come and collect your child who would only be allowed back when the hairstyle conforms to the Graham James Primary Academy expectations.

- Valuables:

Please do not allow your child to wear jewellery, watches, trinkets etc. to school. Losses and accidents can and do happen and it will save everyone's time, trouble and distress if valuables are left at home.

- **PE kit:**

Boys & Girls
White T-shirt
Red or black shorts
Plimsolls/trainers(for outdoor PE)
Sweatshirt & Jogging bottoms for outdoor PE

Please make sure that all items of clothing are clearly marked with your child's name. All reasonable care is taken by the academy staff, but we cannot be held responsible for clothes or other items which are lost or mislaid.

Communication:

Every two weeks a newsletter is produced and sent out by email and some letters will also be sent using this method. We also use Groupcall to send text messages. In order to use Groupcall, please add the following address to your email address book 8832137@groupcallalert.com to prevent messages being missed by going to your junk mail.

At Graham James Primary Academy, we love to hear about children's achievements outside of school. Therefore, please encourage your child to tell/show their class teacher in order for success to be shared and celebrated!

Pupil and/or Parent/carer information details:

It is essential that any changes in the child's circumstance (change of address/ phone number, parent re-marriage, change of employment etc.) be notified to the school office as soon as possible. While we do not wish to pry, such information may be vital in the case of an emergency concerning your child.

Car park/ Access:

Please be aware that the school does not have a large car park or wide access road and, while visitors are always welcome **there is no parking on site**. These measures are designed purely and simply for the protection of the children at our school.

Please note – that under no circumstances should cars stop to drop off or pick up children outside of the school gate or in the school drive. There is adequate free public parking in Corringham Town Centre.

Getting involved:

- **Arrangements for visiting the school**

Allocated Parent Evenings are held twice throughout the academic year (November & March) to enable parents to discuss their child's progress and attainment with the teacher. Visits/ meetings may be made to the school at other times should any specific problems arise. However, you are strongly advised to arrange a meeting with the class teacher/ member of staff by contacting the academy office. Please do not turn up at the school and expect a member of staff to see you immediately.

- ***Parental help***

Many parents wish to help at Graham James Primary Academy in order to be an active member of the school community. Following government change, all helpers will need to be checked by the Disclosure and Barring Service (DBS) before commencing any voluntary help. Please contact either the school office if you would like to help.

- ***The Governing Body***

We currently have a full Governing Body made up of staff, parents and other members of the community with an interest in the school. From time to time there may be a vacancy for a parent or individual from the community which would be advised to parents. Nominations would be requested and in the event of more than one nomination the parents would be asked to vote. No previous experience or qualifications are required and governors give their time voluntarily, providing a commitment to helping raise standards in our school.

- ***Parents Association***

The Parents Association (PA) are committed to raising funds to benefit all of the children at our school. In order to do this, the PA plan and run many fundraising events throughout the year. If you would like to join the PA or you have ideas for future fundraising activities, please liaise directly with the school office.

Excellence in education requires the input and dedication of the:

***Teacher,
Child
& Parents***

When 1 of the 3 fails to participate, the balance is thrown off and maximum results aren't met.