

# SAFEGUARDING AND CHILD PROTECTION AT GRAHAM JAMES PRIMARY ACADEMY



MEET YOUR  
SAFEGUARDING  
TEAM AT GJPA

April 2026

Mr C Mead –  
Designated  
Safeguard Lead  
– Assistant  
Head Teacher

Mrs K Lane –  
Deputy DSL –  
Assistant Head  
Teacher

Mrs P Back –  
Deputy DSL –  
Head Teacher

Miss L Pulfer –  
Deputy DSL –  
Assistant Head  
Teacher

For further  
information, please  
see our Child  
Protection Policy.

<https://grahamjamesacademy.co.uk/key-information/policies/>

Here at Graham James, we Safeguard and promote the welfare of children, and it is everyone's responsibility.

Everyone who comes into contact with our children and you, their families, has a role to play. To fulfil this responsibility effectively, we all make sure our approach is child centred. This means that we consider, at all times, what is in the best interests of the child.

## Attendance

### Key Expectations

- Children should attend at least 96% of the school year.
- Parents must inform the school on the first day of absence.
- Medical evidence is required for absences over 5 days or where attendance is a concern (after stage 2).
- Term-time holidays are not allowed unless in exceptional circumstances (at the discretion of the headteacher)
- Unauthorised absences may result in fines or legal action.

### Why Attendance Matters

- 90% attendance = around 4 weeks of missed learning.
- 85% attendance = around 6 weeks missed.
- Low attendance affects progress, confidence, and friendships.

### Attendance Stages

#### 1. Stage 1 – Early Concern (Below 96%)

- Letter sent home
- Opportunity to discuss concerns
- 3 weeks monitoring

#### 2. Stage 2 – Formal Support

- Meeting with class teacher and phase lead
- Barriers discussed and support offered
- Medical evidence required for further absences
- 3 weeks monitoring

#### 3. Stage 3 – Formal Warning

- Meeting with phase lead and attendance lead
- Warning of legal action
- Attendance contract agreed
- 6 weeks monitoring

#### 4. Stage 4 – Legal Action

- Referral to Local Authority
- Possible fine or prosecution

### Important Reminder

- We will always try to support families first.
- Early communication with us can prevent escalation.

Please refer to our attendance policy for further information. <https://grahamjamesacademy.co.uk/key-information/policies/>

# WELLBEING for Little Minds

Summer A 2026

SIMPLE IDEAS TO SUPPORT YOUR CHILD'S WELLBEING AT HOME

Issue 1



## FOCUS: ROUTINES & SLEEP

### CREATING CALM, PREDICTABLE DAILY HABITS

This half term, we're focusing on routines and sleep - two key areas that have a big impact on children's wellbeing. Simple, consistent routines can help children feel calmer, sleep better and be more ready for the day ahead.



## Routines

Research consistently shows that predictable, daily patterns help children feel safer, regulate their emotions more effectively and sleep better. When children know what's coming next, it reduces uncertainty and that reduces stress.

### Why Routines matter

Children's brains are still developing the ability to manage emotions, attention and behaviour. Consistent routines support this by:

- **Reducing anxiety** - predictability lowers stress levels
- **Improving sleep quality** - regular sleep patterns support brain development
- **Supporting behaviour** - fewer power struggles when expectations are clear
- **Building independence** - children begin to anticipate and manage steps themselves

Even small, consistent routines can have a significant impact over time.

Predictable days create calmer children.

#### Reduce decision fatigue

Too many choices can overwhelm children.  
**Instead of:** "What do you want to do now?"  
**Try:** "Now it's story time"

#### Use visual cues (especially for younger children)

- Picture charts
- Simple checklists
- "First this, then that" language.

#### Keep routines simple and repeatable

Avoid overcomplicating. 3-5 clear steps are enough.

#### Use the same order every day

It's the sequence that builds security - not perfection.

#### Give gentle warnings before transitions

Children struggle with sudden change.

#### Stay calm and consistent

Children test boundaries less when routines are predictable. Consistency matters more than strictness.

### Where Routines matter most

Focus on the key pressure points in the day:

#### Morning routine

Sets the tone for the whole day.

Example:

- Wake up
- Get dressed
- Breakfast
- Brush teeth/wash face
- Leave

Children who know this sequence are less likely to feel rushed or overwhelmed.

#### After School routine

Helps children decompress and relax.

Example:

- Snack
- Rest/quiet time
- Homework (if applicable)
- Play

This transition time is often overlooked, but is important for emotional regulation.

#### Bedtime routine

Strongest link to wellbeing and behaviour.

Example:

- Bath or wash
- Pajamas
- Story
- Cuddles
- Lights out

A consistent bedtime routine signals to the brain that it's time to wind down.



# Sleep

A good night's sleep helps children feel more settled, manage their emotions and cope better with the demands of the day. It also supports attention, learning, memory and behaviour, which is why sleep is such an important part of children's overall health and development.

## ♥ What Really helps

Good sleep supports mood, behaviour and learning.  
What helps most:

- A regular bedtime and wake-up time
- A calm wind-down period before bed
- A predictable bedtime routine
- A low-stimulation environment in the evening



Children find it easier to settle when their brains and bodies have time to slow down before sleep.

Same time.  
Same steps.  
Same order.



## A simple bedtime routine

Keep it short and consistent:

- Warm bath or wash
- Pyjamas and brush teeth
- Bedtime story
- Cuddles and check in
- Lights out

The exact activities matter less than doing them in the same order each night.

## Common Sleep Challenges and what helps

"They won't fall asleep"

Keep the routine the same each night. Consistency builds the habit.



Calmly return them to bed with minimal conversation.

"They keep getting out of bed"

"They're overtired"

Try an earlier bedtime. Overtired children often find it harder to settle.

## Try This at home

→ Have a clear screen-off time each evening

→ Avoid screens in the hour before bed

→ Keep bedrooms screen-free at night where possible

→ Replace screens with calm activities (stories, drawing, Lego)

→ Use consistent language: "Screens off, wind-down time now"



## Screen time: A Simple Approach

Screens are part of everyday life, but children cope best when screen use is predictable and limited - especially in the evening.

Using screens right before bed can make it harder for children to fall asleep, as it keeps the brain alert and delays natural sleep signals.



# Practical things to try at home

## For younger children

### Morning **BINGO!**

**What you need:** Paper and a pen

Draw a simple 3x3 bingo grid and fill each square with a morning routine step e.g. get dressed, eat breakfast etc. Your child crosses off each square as they go. First to complete the row wins. A small, low-effort way to make mornings feel purposeful rather than pressured.

### Teddy's Bedtime

**What you need:** A soft toy

Ask your child to put their favourite teddy or doll to bed - bath, pyjamas, story, lights out.

Narrate the steps together as they go. Role play is a powerful way for young children to internalise routine without any pressure.



### The Sleep Fairy Jar

**What you need:** A jar, craft materials, small notes

Decorate a jar together. Each morning that your child followed their bedtime routine, they add a small token or note. After a set number, celebrate with a small reward of their choosing. Builds positive association with the routine itself.

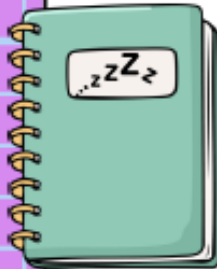


## For older children

### The Sleep Experiment

**What you need:** A simple notebook

For one week, keep a joint sleep diary - what time they went to bed, how they felt going to sleep and how they felt in the morning. No judgement, just noticing. At the end of the week, look at the results together. Children are often genuinely surprised by the patterns they spot themselves.



### The Body Clock Investigation

**What you need:** Access to the internet or a library book

Challenge your child to find out how the body clock works. What happens in the brain when we sleep, why do we feel tired at certain times, what does a sleep cycle look like? Discuss what they found out. Turns sleep science into something genuinely interesting rather than a rule to follow.



## For the whole family

### Family Routine Board

**What you need:** A whiteboard, poster or chalk wall

Create a shared family routine display - morning, after school and evening - that everyone can see. Let each family member add their own section. Makes routines feel collaborative rather than imposed and reduces the number of reminders needed from adults.



Routine activities work best when they feel like something you do together, not something you do to your child.



# Supporting Sleep & Routines: Book Ideas



For children



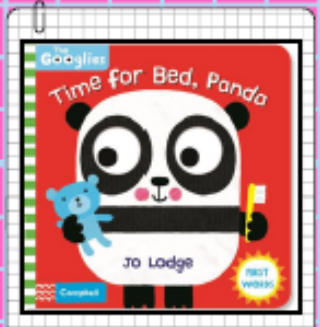
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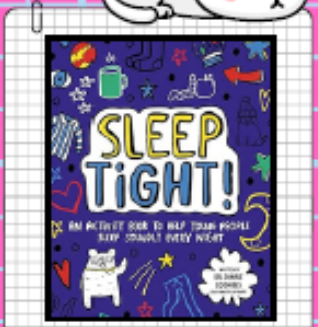
Written using calming language designed to help children relax and drift off.



Helps children understand why their brain feels busy at night and gives calming strategies.



A simple, visual routine book showing each stage of getting ready for bed.



An interactive, mindfulness-based book that helps kids understand sleep and calm bedtime habits.



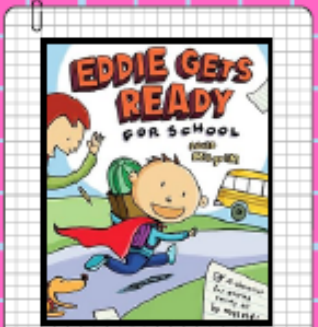
All about stepping out of your comfort zone mixed with a little humour.



Five simple stages of getting ready for bed, making the routine clear, predictable and easy to follow.



A fun, science-based bedtime book that explains what the brain does while we sleep.



A simple, reassuring story that walks children through a morning routine step-by-step.



For parents



ZZZZ



Explains how sleep works and how routines support better sleep and behaviour.



A calm, reassuring approach to children's sleep with practical routines and strategies.



A practical, evidence-informed guide that helps parents understand children's sleep.



# Supporting Sleep & Routines: **Websites**



Practical sleep routines and advice



## The Sleep Charity

Explains how routines support sleep and gives clear, realistic advice for common challenges like bedtime resistance and night waking.



Evidence-based sleep guidance



## NHS

Trusted, evidence-based guidance on children's sleep, including how to build routines and what good sleep looks like at different ages.



Sleep and emotional wellbeing



## Young Minds

Focuses on the link between sleep and emotional wellbeing. Helpful for understanding how poor sleep can affect mood, anxiety and behaviour.



Support for routines and behaviour



## NSPCC

Offers broader parenting support, including routines, boundaries and creating a secure environment at home.



Advice on healthy digital habits



## Internet Matters

Provides clear advice on managing screen time, especially before bed.



## One Thing to Remember

Routines don't need to be perfect, just consistent enough for your child to rely on them.

## Parking around the school

Please, be mindful of our neighbours when parking around the school. Parking is not permitted along the double yellow lines outside of the NHS building. Please, think about the safety of our children and families. If possible, park a short distance away and walk to our school. Unless you have permission to park in our staff car park, you should not be entering, as quite often staff are coming and going to meetings.

Please, walk along the school path and please, do not be tempted to take a shortcut through our car park. Please be a good role model for our children. Remind our children that they should not be riding bikes or scooters until they are fully off school premises.



### Citizens Advice

<https://www.citizensadvice.org.uk/>

For 85 years, we've been helping to shape a society that's fairer for everyone - working on issues that affect the whole of society.

We can all face problems that seem complicated or intimidating. At Citizens Advice we believe no one should have to face these problems without good quality, independent advice.

That's why we're here: to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.

### **We give advice to millions of people**

Our network of independent charities offers confidential advice online, over the phone, and in person, for free. When we say we're for everyone, we mean it. People rely on us because we're independent and totally impartial.

We also give advice on consumer rights on our consumer helpline, support witnesses in courts through the Witness Service and give pension guidance to people aged over 50.

We help millions of people every year. In 2022-23, this included:

- 42.7 million visits to our website
- 457,000 people helped face to face (more than double the previous year)
- 1.8 million people using our phone service
- 895,000 helped by email or webchat
- 79,000 witnesses supported through the Witness Service

In total we helped over 2.66 million people find a way forward with one-to-one advice. Our advice website had over 60 million views of our online self-help advice.