

# Prospectus

## St Jude's Church of England Primary Academy

Children are the rainbow of the world



2023-2024

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# St Jude's C E Primary Academy

At St Jude's Primary Academy...



## 1. School Ethos

Central to St Jude's Church of England Primary Academy is our strong Christian foundation and ethos. At the heart of our school is a positive and inclusive environment where diversity is valued. We stimulate in every child a desire for learning so that they will achieve their full potential in an atmosphere of mutual respect and trust.

Our 'Rainbow' vision and values:

"Children are the Rainbow of the World"

R	Respect
A	Achieve
I	Inspire
N	Nurture
B	Believe
O	Outstanding
W	Welcoming



## 2. Home / School Partnership

In order to provide our children with the best possible education it is essential that we work together with our parents.

At St Jude's we enjoy and value the support our parents give the school.

The ways in which we can achieve this are:

- Parents letting us know straight away about any concerns they may have so that we can deal with them promptly.
- Informing us about any medical problems.
- Keeping the school up-to-date with any changes in address and contact numbers.
- Working together to promote our positive behaviour system 'Good to be Green' where we encourage and reward good behaviours and discuss consequences where negative behaviour occurs.
- Supporting children with their reading and homework.
- Frequent communication with class teachers and members of staff and engaging with any school activities.



# St Jude's C E Primary Academy

## Term Dates 2023-2024

### Autumn Term 2023

Term Time:

Monday 4 September 2023 to Friday 27 October 2023

**INSET DAY: Tuesday 5 September 2023**

**HALF TERM:**

Monday 30 October 2023 to Friday 3 November 2023

Term Time:

Monday 6 November 2023 to Friday 22 December 2023

**INSET DAY: Friday 22 December 2023**

### Spring Term 2024

Term Time:

Monday 8 January 2024 to Friday 9 February 2024

**INSET DAY:**

**Monday 8 January 2024 & Tuesday 9 January 2024**

**Half Term:**

Monday 12 February 2024 to Friday 16 February 2024

Term Time:

Monday 19 February 2024 to Friday 22 March 2024

**INSET DAY: Monday 19 February 2024**

### Summer Term 2024

Term Time:

Monday 8 April 2024 to Friday 24 May 2024

**Half term:**

Monday 27 May 2024 to Friday 31 May 2024

Term Time:

Monday 3 June 2024 to Friday 19 July 2024

**INSET DAY: Friday 5 July 2024**



Term and Holiday Dates 2023-2024

# St Jude's C E Primary Academy

## Dinner Arrangements

Parents may choose for their children to have school meals or bring their own packed lunch .

All INFANT children (Reception, Year 1 and 2) are entitled to a school meal which will be provided by the school. Parents that do not wish to take up this opportunity must make this clear on their application form / inform the office staff.

School meals are cooked on site and there is a good daily choice, including vegetarian options. Menus are displayed each term in the dining hall and entrance, and are available on the academy website: copies are also available from the school office on request.

**Free School Meals:** School will submit your details to Wolverhampton City Council to check for families who are eligible to claim free school meals. Please ensure that your details are up to date at the school office.

Children who bring in packed lunches are advised to bring their meal in a sealed container which has been clearly labelled with the child's name and class. We ask that parents avoid sending into school any fizzy drinks, cans or bottles as we strive to be a healthy school.

**We also request that parents read our advice on packed lunches and adhere to guidelines regarding allergies and avoid sending in food that may trigger an allergic reaction for certain children.**

### Milk

School milk is available for all children up to the age of 5 and those entitled to free school meals.

### Water

Water is available for children to drink throughout the day. All children are encouraged to bring in a named water bottle to school on a daily basis.

### Fruit

Fruit is available for all pupils as part of the Healthy Schools initiative.

## 4. Lunchtimes , Milk and snacks



# St Jude's C E Primary Academy

## Nursery children

Children should wear casual, comfortable clothing/ footwear suitable for a variety of indoor and outdoor activities and the time of year.

Children may wear school sweatshirts if desired.

Can you please provide a spare set of clothes.

Please ensure all clothes are clearly labelled.

Religious headwear should be navy blue.

Please label all items of uniform including coats so any lost items can be returned quickly to the rightful owner.

Thank you

## Reception, Key stage 1 and 2

### Girls

- ♦ Navy blue only -sweatshirt/cardigan /jumper.
- ♦ White blouse or polo shirt.
- ♦ Navy pinafore dress/skirt/ trousers
- ♦ School tie (optional)
- ♦ Black, grey, navy or white tights.
- ♦ White socks.
- ♦ Black flat heeled shoes.
- ♦ Summer dress-blue/white checked
- ♦ Religious headwear to be navy blue

## Reception, Key stage 1 and 2

### Boys

- ♦ Navy blue school sweatshirt or navy blue jumper
- ♦ White shirt/polo shirt
- ♦ School tie (optional)
- ♦ Grey trousers
- ♦ Black shoes
- ♦ Religious head wear to be navy blue.

NB: All pupils should have appropriate hair styles, severely shaved heads, extreme patterns or dying of hair is not permitted.

## PE

- Black or navy shorts
- (tracksuit bottoms for outdoor PE)
- Red T-shirt
- Pumps or Trainers

## Jewellery

If your child has pierced ears , please send them to school with stud earrings only. Parents are requested to inform the school of any particular items of religious significance which cannot be removed, so that arrangements can be made to cover them safely in physical activities.

## 6. New Pupil Admissions

# St Jude's C E Primary Academy

Pupils for Reception to Year 6 are admitted to the school centrally through a Common Admissions Form. If your child would like a place then the Admissions Team at the Civic Centre needs to be contacted in order to enquire whether there are places available at the school.

For Two Year Olds and Nursery places—parents should contact the school office for an application form.

We welcome visits from prospective parents.

The aim of any visit made for new pupils and parents would be to familiarise yourselves with the school environment and routines and also an opportunity to answer any questions.

Each year we have many opportunities for parents to come into school and observe their children and the staff at work.





## St Jude's C E Primary Academy

**Any medicines** should not be brought into school unless absolutely necessary.

The school has a clear policy and procedures for dealing with any medicines in school.

If your child has to take medicine during the school day, please visit the school office to complete the required consent forms.

If possible we prefer parents to come into school to administer medicines.

**Please inform the school about any medical conditions that could affect your child including any allergies. You will be asked to complete a form detailing any medical information and we ask that parents keep us up-to-date to ensure we keep your child safe.**

**Medical appointments**, hospital, doctor, dentist, optician appointments should be made outside school hours where possible. If your child has an appointment during the day please give the office advance notice and provide an appointment letter or card for school records.

Parents will be required to collect their children from school as we do not allow children to leave school unsupervised during the school day.



# St Jude's C E Primary Academy

## **ATTENDANCE and PUNCTUALITY**

**Pupils are required to attend school regularly and on time.**

**Attendance and punctuality is monitored and we communicate regularly with our parents to ensure any attendance issues are addressed.**

If possible, please telephone school on the first day of your child's absence, to notify us of the reason.

We prefer children not to take family holidays in term time but we do understand that sometimes this is unavoidable. In the event of a term time holiday please contact school to request a leave of absence form which must be completed and authorised prior to the first day requested. If you request holiday during term time, permission must be sought from the Governors and Head Teacher.

## **SCHOOL CLOSURE DUE TO ADVERSE WEATHER CONDITIONS**

In the event of the school closing due to poor weather conditions, parents will receive a text message and information is also available on Wolverhampton Today website page.

**We will also inform local radio stations of any closures.**

**Please keep the school office up-to-date with any changes to your contact details.**



# St Jude's C E Primary Academy

St Jude's Primary Academy has an admissions limit of 60 pupils per year group. Classes are organised in mixed abilities, although there are times when pupils may be taught in ability sets across their age related year group.

Foundation Key Stage EYFS	Part time and full time	3-5 years
Key Stage 1	Year 1 and 2	5-7
Key Stage 2 (Lower)	Year 3 and 4	7-9
Key Stage 2 (Upper)	Year 5 and 6	9-11

## Planning

Teachers plan in year group teams in order to ensure that all children share similar experiences and have equal access to a broad, balanced and stimulating curriculum.

**Assessment** and record keeping is agreed throughout the school and a written report is produced for parents at the end of the Summer Term. The school offers opportunities for parents to discuss their child's progress during termly consultation appointments. There are also open mornings where parents can pop into school and observe their child in different subjects.

## School timings

School Sessions	EYFS	Key Stage 1	Key Stage 2
8.30am	Doors open	Doors open	Doors open
9.00am	Registration	Registration	Registration
Morning session			
Lunch	11.30—12.15pm	11.30—12.15pm	12.00-12.45pm 12.30-1.20pm
Afternoon			
End of day	3.15pm—3.45pm	3.15pm—3.45pm	3.15pm—3.45pm

## The Combined Local Academy Committee

### 10. Governors

Mrs D Dalton

Mrs H Jandu

Mr S Moore

Mr B Lyons

Mr Whelan

Mrs T Blanzs

Rev. R. Merrick

Mrs G. Brackett

Mrs L Cope

Mr J Jackson

Contact: Via the school office or email  
[Stjudes.primary@wolverhampton.gov.uk](mailto:Stjudes.primary@wolverhampton.gov.uk)



# St Jude's C E Primary Academy

## 11. Curriculum

At St Jude's we aim to provide a broad and balanced curriculum which is appropriate to the age and ability of our children and it meets their individual needs. We really want to enrich our children's lives and embark on a range of supportive activities.

The Framework for Early Years Foundation Stage and The National Curriculum provides the framework of subjects which must be taught.

English, Maths and Science are core subjects at Key Stage 1 and 2, in which the children will be formally assessed at age 11.

Religious Education and Computing are also considered core subjects, though they are not required to be formally assessed at the end of the Key Stage.

History, Geography, Art, Design Technology, Music and P.E. are the foundation subjects.

Teachers are continually assessing the children's progress and these assessments and children's work, are available for discussion between teachers, parents and pupils.

The organisation and content of the curriculum for each year group will be highlighted termly with information on our website and through curriculum flyers that will be sent home.

Educational visits and visitors into school provide the children with first hand experiences to enrich their learning. We consider these to be a very important aspect of our pupils education and seek full parental support whenever visits are arranged.



# St Jude's C E Primary Academy

St Jude's has a strong ethos of inclusion and ensures that all children are valued and offered support, which is focused on their particular needs.

## Equal Opportunities

All children, regardless of their race, religion, gender, disability or needs have an equal right to participate fully in the provisions of this school.

## Special Educational Needs

There are some children who may experience learning or emotional and behavioural difficulties or who are very able in one or more curriculum areas. All ranges of ability are catered for in each classroom. In addition to this some children may be withdrawn, or receive support from Learning Support Assistants.

Our policy for Special Educational Needs may be viewed in school on request.

The New Special Needs Code of Practice is practised by the school. This is in accordance with Wolverhampton Education Authority guidelines. One of the key aspects of the code is to try and simplify the system for both teachers, parents and carers.

## Inclusion Groups

Further support is also given to pupils who may require sessions to develop their confidence, communication and social interaction.

We also receive Pupil Premium funding from the Government which is allocated for pupils eligible for free school meals. We carefully plan provision to ensure that all our pupils receive the extra support they need to achieve their potential.

Details of our Equalities and Diversity objectives and a full copy of our policy and planned provision for Inclusion can be viewed on request.



### **School Visits**

Educational visits form an important part of our school calendar. We endeavour to enrich our curriculum with class trips, visitors, musicians, theatre groups and special assemblies at least once per term. In some year groups pupils are able to participate in residential visits.

The Executive Headteacher and Governors endeavour to ensure the cost of the educational visits and any voluntary contributions are kept to a minimum. We hope that all visits undertaken by the school are fully supported by parents.

### **Before and After School Activities**

We offer a range of after school activities that aim to promote healthy lifestyles and encourage pupils to engage in various craft, music, drama, computing and gardening activities.

Different clubs run at different times of the year and at the beginning of a term a letter is sent out to parents outlining the various extra curricular activities for that particular term.

Parents are simply asked to sign a consent form sent home if they would like their child to attend the club. In some cases there are limited places so we advise parents to send their consent form in quickly.





## Homework

Provision of homework activities varies between year groups. In all cases, some work will be sent home with children, and they will be given a date for completing it and returning it to school.

A homework book is provided, and should be treated as all other exercise books - kept clean, and with work completed neatly. Homework is also set online using SeeSaw, Google Classroom, Active Learn and Education City.

Every child in school will also be expected to read, learn tables and practise spellings each week.

Parents are asked to monitor their children's homework, giving support when it is appropriate. We appreciate this encouragement and interest from parents and ask all parents/carers to sign a home/school agreement to confirm their commitment.

Further information regarding homework will be sent to parents from class teachers and updated each term.





### Collective Worship

A daily Act of Collective Worship is an integral part of our school curriculum. The planned themes for Assemblies and Worship cover areas of personal, social, spiritual, moral and cultural development. Stories and examples are drawn from a range of religions and cultural backgrounds, within a broadly Christian approach.

The planned programme for Worship includes opportunities for individual reflection, class worship and Key Stage assemblies including an act of worship, focused on a weekly theme. Governors and staff are working together to further extend the impact of worship on the life of the school as a whole and we have developed a Faith Area in the centre of the school. The whole school joins together on occasions at special services and celebrations held at St Jude's Church with our Vicar Rev. P Robertson.

*Right of Withdrawal- Parents have a legal right to withdraw their child from all or some aspects of Collective Worship, or make separate arrangements in consultation with the school. We hope that our programme of Worship, whilst broadly Christian, is sensitive to the beliefs and values of all faiths, but if any parents wishes to exercise their right of withdrawal, they are asked to contact the Head Teacher.*

### Religious Education

Through our planned RE programme we aim to enable our children to explore their own personal experiences and to give them information about a variety of religious faiths and their practices. Children are encouraged to form their own beliefs and develop respect for others. We actively promote positive attitudes and the feelings of kindness, love, tolerance, respect and understanding. Each year group is taught through a planned programme of work designated to suit their age and maturity.

*Right of Withdrawal-Parents have a legal right to withdraw their child from all or some aspects of Religious Education. We hope that our teaching programme is sensitive to the beliefs and values of all faiths, but should any parent wish to exercise their right of withdrawal, they are asked to contact the Executive Headteacher.*



# St Jude's C E Primary Academy

## Personal, Social and Health Education

At St Jude's, we aim to support all of our children to develop educationally, emotionally, spiritually, morally and physically whilst caring for their mental health and wellbeing.

The RESPECT curriculum at St Jude's has been designed with our children and our community at the centre and ensures that all our children are provided with information to prepare them for the next stage of their education as well as enabling them to make life-long decisions about their safety; their physical and mental health and wellbeing.

At St Jude's, our Curriculum intention and design aims to eliminate discrimination and promote equal opportunity for all.

Further details and policies related to our curriculum can be found on our school website.

## Pastoral

Children are in the care of their class teacher for most of the time but any problems that arise can be referred to the Executive Head Teacher, Head of School or another suitable member of staff.

We strongly encourage parents to come in and see us if they have a problem or a concern. You will be seen at the earliest opportunity by the Executive Head Teacher, or Head of School, or the class teacher if appropriate. If this is not suitable we will make an appointment for the earliest convenient time.

The school is supported by an Educational Welfare Officer. There is a visit into school every week, and absence and attendance is reported to the Local Authority.

The school also supports parents/carers through our Pastoral Manager, Anthony Nicholls, who liaises with parents and our Extended Services and can help signpost for particular support services available in the school or locality.



### **Good to be Green Traffic Light system at St Jude's**

Our school rules are very straightforward and were agreed by all our children.

Children are expected to show respect to all members of our school community or visitors and treat our building and property with care. Consideration for others and good manners are encouraged and praised.

If a child disengages or behaves in an anti-social way, an appropriate sanction will be applied. Should the behaviour problem become worrying or persistent the school will inform parents who will be invited to come in and discuss the matter with the Executive Headteacher or the Head of School. The school is supported by the local area MAST team and referrals can be made to support families and pupils.

### **Rewards**

At St Jude's we believe in rewarding good behaviour and progress. We have a weekly Celebration Assembly when we celebrate pupils' achievements and gifts and talents and award certificates and prizes for good work, behaviour and attendance.



# St Jude's C E Primary Academy

## ANTI-BULLYING

### The school has an anti-bullying policy

We encourage our children to report any incidents of behaviour that are not appropriate. We discuss with our children through Health Education and assemblies and during registration periods what is acceptable behaviour. We have a worry box to support pupils if they want to express a worry or concern. If you suspect your child is being bullied in any way please contact us immediately so that we can carry out a thorough investigation.

## Safeguarding and Child Protection

Safeguarding and Child Protection is a shared responsibility and we have a legal duty to ensure the welfare of children. Our Children Protection and Safeguarding policy gives guidance for staff in recognising and reporting Child Protection issues and ALL staff at St Jude's receive up-to-date training regarding Child Protection. If any child is thought to be at risk, action will be taken and all concerns are reported to the Designated Safeguarding Lead which is D Dalton (Executive Head Teacher) or A Nicholls (Pastoral Manager) or S Wycherley (Head of School).

We are committed to keeping our children safe at all times.

If we have any worries or concerns we will make contact with the family. However this may not always be appropriate and therefore we would refer the matter to the Social Care team in Wolverhampton.



# St Jude's C E Primary Academy

## COMPLAINTS PROCEDURE

If you wish to complain, please consult the Executive Head Teacher who will either be able to resolve the matter or will tell you how to proceed in order to make a formal complaint.

Complaints should be made, in writing, to the Chair of Governors and addressed to St Jude's C E Primary Academy.

On the website is the complaints policy.

## General Data Protection Regulations

St Chad's Academies Trust academies therein are required to keep and process certain information about its staff members, pupils and Local Academy Committee members in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

Both the Trust and the academy may, from time to time, be required to share personal information about its staff (including volunteers, for the purpose of this document), pupils or Local Academy Committee members with other organisations, mainly the LA, other schools and educational bodies, outsourced providers and potentially children's services.

This policy is in place to ensure all staff and Local Academy Committee members are aware of their responsibilities and outlines how the academy complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are imperative, and St Chad's Academies Trust including all academies therein believes that it is good practice to keep clear practical policies, backed up by written procedures.

This policy complies with the requirements set out in the GDPR, which came into effect on 25 May 2018. The government have confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.





# St Jude's C E Primary School

## School Policies

There are many legal policy documents within school and many have been addressed within this Prospectus.

If parents wish to read a particular policy in detail then please do not hesitate to contact the school or visit the school website.

It is our intention, through our prospectus, to tell you as much about our school as possible. Please do not hesitate to contact us if you require any further information.

## Equalities and Diversity

The curriculum for all maintained schools promotes the spiritual, moral, cultural, mental and physical development of pupils at school and in society. The aim is to prepare pupils at the school for the opportunities, responsibilities and experiences of later life.

Our school has a duty to eliminate unlawful racial discrimination and to promote equality of opportunity and ensure positive relations between people of different groups.



# St Jude's C E Primary Academy

## **Provision for two year olds**

15 hours free childcare is available for those families on low income or payments can be discussed for paying parents. A child is eligible for a place in the first term after their second birthday. Please ask for more information.

## **Nursery**

All three and four year olds are entitled to 15 hours FREE childcare regardless of the household income.

From September 2017 some nursery children are entitled to 30 hours FREE childcare. Please contact the school office for more details to help determine your eligibility.

Additional paid childcare is also available, please enquire for more details.

## **Before and After School Care**

St Jude's Before and After-Care clubs are run by qualified staff and the club is regularly inspected. Wrap around care is available 7.30am until 5.45pm (Monday - Thursday) and 7.30am until 4.30pm (Friday)

**Please see our website for addition information:  
[www.stjudes.wolverhampton.sch.uk](http://www.stjudes.wolverhampton.sch.uk)**

