

ST JAMES' CE PRIMARY SCHOOL

Information Report

St James' Primary School and community is a family that supports and cares for each other. We have high expectations of achievement and behaviour for our children because we want them to be prepared for life and to have the best opportunities for their future. Education provides the skills and choices our children will have to continue to succeed in their lifelong learning.



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FOR FURTHER INFORMATION PLEASE CONTACT

- Mr. S.T. Bramwell (Executive Principal)
- Mrs. L. Pasdari (SENCO)
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TEACHING AND LEARNING

At St James' we believe that provision should begin from Quality First Teaching. Wherever possible children will be educated in the mainstream classroom and will have additional support and communication passports put into place where required. We will assess the needs of every individual child across our school and ensure that provision is suitable to their needs and that they are able to make progress.

Achieving success together

We achieve this through:

- ❖ Every teacher is trained to a very high standard to be able to deliver a consistently high level of learning for every child. This is monitored on a regular basis by the management team to maintain standards and address any difficulties swiftly.
- ❖ High quality support from teaching assistants is available to every class, which is deployed based on the needs of the children.
- ❖ All staff receive regular training ensuring that they are all working at a high level, which is monitored regularly.
- ❖ Communication passports are created for children who require these to ensure that all staff are aware of individual needs and can plan and provide appropriate challenge and support. Involvement of families is crucial to the success of passports.
- ❖ Where applicable individual timetables are created to match the needs of the child. These allow for specialist support to be used appropriately and for the needs of the individual.
- ❖ Suitable resources have been purchased and implemented across the school to enable access to the curriculum for all pupils.
- ❖ Children are given the opportunity to partake in a wide range of learning experiences that offer practical and 'concrete' opportunities to partake at a suitable level to offer engagement and enjoyment in learning.
- ❖ Where there are specific needs for children we will ensure that either training or specialists are brought to the school to ensure that provision is to the highest possible quality.
- ❖ All staff have received specialist training for ASD/SLI support. Many staff have received training in a number of areas of SEN support. The school is very well supported through our specialist provision, which has a positive impact on the whole school community positively.
- ❖ There are a number of staff trained in specific areas and employed for key roles.
 - Parent support advisor
 - Part time speech and language therapist
 - Lead teacher for the provision trained for SLI/ASD support
 - Specialist teaching assistant trained for ASD/SLI support
- ❖ All members of staff are very aware of the needs of all children in their class (and beyond). In order to enable children to fully access school information is shared between members of staff confidentially to ensure that there is a consistent approach to supporting all children in school.
- ❖ Links to families are key to our successes in meeting the needs of all children and providing a rich learning environment.

Annual Reviews and Reviews of SEND Provision

At St James' we regularly review the support and provision that is in place for every child. This involves regular reviews and discussions with children through our pupil conferencing, meetings with parents, staff and external agencies to ensure that the provision we offer is of the very highest quality and standard for every child. All statutory paperwork is updated regularly and internal documentation is used on a regular basis to ensure smooth transition between classes and schools.

We achieve this through:

- ❖ All children with SEND support needs (including children who are statemented or have an EHC Plan) receive half termly reviews of their progress. Parents and children contribute to these reviews.
- ❖ The SENCO and class teacher leads on these SEND reviews and discusses next steps for learning with parents and children. Where there is concern regarding the progress made the head teacher may be invited to attend.
- ❖ Review paperwork is completed for each review and builds a picture of the support, which a child has received during the year. This is co-ordinated by the SENCO who ensures there are regular updates for every member of staff.
- ❖ All internal record keeping paperwork has been fully reviewed in line with the new SEND code of practice to ensure that it reflects the needs of all children in our school, this is mainly our new provision map and communication passports.
- ❖ In addition to school reviews, children who have a statement or EHC Plan are also reviewed annually at a formal meeting. Parents are invited to attend this meeting along with other professionals who have involvement with the child. A member of the local authority SEN team is also invited to attend. The child's views about their education are always sought and if appropriate they may attend a part of the review.



HEALTH (including Emotional Health and Wellbeing)

At St James we do not believe that any medical condition should be a barrier to a child's learning. We have a medicine policy in place and we work closely with families to ensure that we offer support and provision in a well planned and considerate manner. We ensure that staff have up to date and relevant training and that all are comfortable supporting the needs of every child in their class and in our whole school community.

We achieve this through:

- ❖ School has a medicine policy, which has been updated in line with the new code of practice 2014. All children with medical needs are fully included and we make reasonable adjustments to ensure they are able to access the whole school environment.
- ❖ Where a child has a medical need, which requires a care plan, in conjunction with parents, we would seek appropriate advice from the medical agency involved e.g. epilepsy nurse and together produce a care plan which would be reviewed as often as needed, at least annually. Children on a care plan have a named key worker (not usually the class teacher) who acts as a point of contact for parents. They feedback concerns or queries to the SENCO and ensure day to day running of a plan.
- ❖ In the case of a medical emergency the school would dial 999 and request an ambulance to attend. The school has a number of paediatric trained first aiders who would attend to the child until appropriate medical support arrived.
- ❖ School has close working relationships with a large number of outside agencies and where training or support is needed school will endeavour to facilitate this training at the earliest opportunity.
- ❖ School has an onsite speech and language therapist for 2 days a week as part of the resource provision. Children from the mainstream can access this service whilst awaiting further assessments.. School also runs th. inc room sessions and various other pastoral interventions. We will always endeavour to facilitate health and therapy sessions on school premises and will provide resources and space to the best of our abilities.
- ❖ As part of our support for all children in school, we have regular opportunities to consult with support services and health agencies through a multi-agency approach, which sometimes includes completing the Common Assessment Framework (CAF) to support the family as well as the pupil.

Keeping Children Safe

At St James the safety of all of our children is of paramount to us all. We constantly assess the risks that may be present in our school and the local vicinity. We constantly adapt to the needs of all our children and our community. This involves having close working relationships between school, families and the wider

We achieve this through:

- ❖ Daily risk assessments are completed by our site manager to ensure that the building and school grounds are safe and maintained to a high standard. Systems are in place for reporting any concerns or issues with any area of the school and are actioned promptly.
- ❖ Risk assessments for individual activities are carried out regularly to ensure that children are protected and kept safe. Risk assessments can be completed by any member of staff, but these are verified by a member of the school management team.
- ❖ School trips are an important element of our curriculum. These are carefully planned and integrate with the taught curriculum in school to offer the opportunity of the widest possible learning opportunities. Every trip or visit is organised by the class teacher and agreed with a member of the school management team. A clear risk assessment is carried out and we ensure that all children can attend the trip safely. No child will be excluded from a trip because they have SEND.
- ❖ At the beginning and end of the day, members of staff will be present in a variety of areas around the school to greet parents and to ensure safety when arriving and departing school. This is also an opportunity to speak to members of staff.
- ❖ All members of staff are available at these times of the day to ensure the safety of the children. Children will only be handed over to an adult who is known to the school unless previous arrangements have been made and a password provided. If necessary identification may also be sought from the alternative adult. Children will only be allowed to leave school independently if this has previously been agreed with a member of staff and parents/carers.
- ❖ If children are not picked up from school on time, suitable provision for care of the children will be put into place and a telephone call made to parents/carers. Whilst school recognises that on an individual basis it is unavoidable, however being persistently late to pick up children will lead to a meeting with the head teacher to resolve the situation in the best interests of the child and the family.
- ❖ During recreation times (play and lunch) there will always be members of staff on duty, generally at least five members of staff. Any issues that occur in the playground are dealt with in accordance with our behaviour policy. At the end of playtimes there is a well established system for bringing the children into school safely and quickly.
- ❖ We recognise that some children will have difficulty in accessing the outdoor play for a variety of reasons. We offer a supported indoor provision that can be accessed by any of our children and is always supported by a member of staff. During playtimes no child will be inside school without a member of staff.
- ❖ We employ a full time parent support advisor (PSA) who will work with families to support them in all areas of their lives, not just the education of their children.
- ❖ All issues related to behaviour are logged and dealt with in accordance with our school behaviour policy, this is available to download from the school's website.

Parents:

At St James we strive to ensure that we are always available to deal with any queries you may have. We are happy to be contacted by email, phone or in person. We will be happy to discuss any concerns you may have. We will be happy to discuss any concerns you may have.



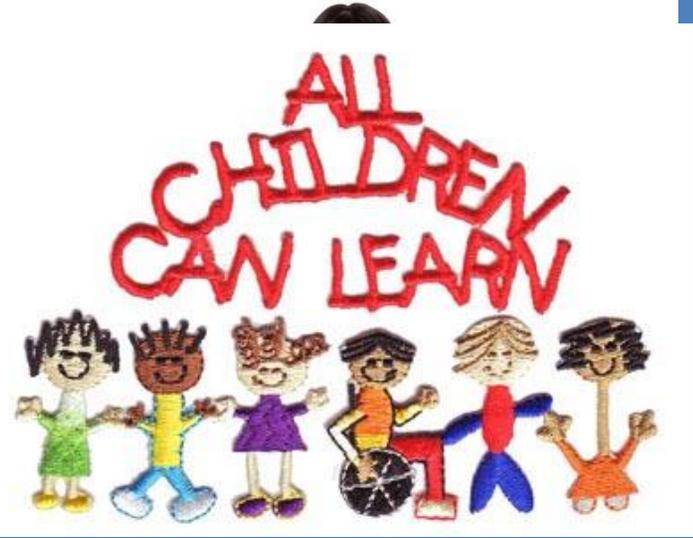
Support for families

Extra Curricular Activities

It is our responsibility to ensure that all aspects of our curriculum are accessible to all children.

At St James we believe that extra curricular activities are a very important part of children's experiences of school. We want to ensure that all children have the opportunity to participate in these activities and to have fun and develop their own personalities and social skills. We do not believe that there should be any barriers in place to prevent any child from participating in any activities and it is our responsibility to adapt suitably the provision to ensure that every child can have access at all times.

- ❖ We have a range of after school clubs including computing, chess, and sports. These clubs are free for children to attend and are open to all children. Some clubs have a small fee but we will always try to make them as accessible as possible. We have a range of after school clubs including computing, chess, and sports. These clubs are free for children to attend and are open to all children. Some clubs have a small fee but we will always try to make them as accessible as possible.
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At St James we feel that we have made every possible provision to support every child within our school to achieve their full potential.

If you have any questions or suggestions on how we can continue to improve and develop our school please do not hesitate to contact Mr. S. T. Bramwell (Executive Principal) on 0161 223 2423 or:

office@stjames-gorton.manchester.sch.uk

Useful Contacts:

Mrs. L Pasdari – Special Educational Needs Coordinator (SENCO)
office@stjames-gorton.manchester.sch.uk

Mrs. D Stephenson – Parent Support Advisor (PSA)

Mrs. L Harvey – Attendance officer

Mrs D. Spink – Designated LAC and safeguarding teacher

of topics, the parents



Achieving Success Together



St James C of E Primary School

Stelling Street, Gorton
Manchester, M18 8LW

<http://www.st-jamescofe-gorton.manchester.sch.uk/>