



ST JAMES
Preparatory School

Pupil & Parents' Handbook

2023/2024 ENTRY

Welcome from the Headmistress

Although your child will be joining us, we welcome the whole family to become part of this wonderful community.

We have parent workshops and activities throughout the term, including Art, Choir, Sanskrit and Calligraphy, and we regularly invite parents and the extended family to our assemblies and events.

We understand that starting a new school is exciting, but it can also be stressful, so we try to make the transition as easy and enjoyable as possible. Before your child starts, you will be sent an information pack with everything you will need to know about uniform, instrument lessons, clubs etc. In the second full week, you will be invited into your child's classroom where you will meet their teacher and be told all about the curriculum and the timetable for the term. You will be able to ask any questions, no matter how small, and you will meet with the other parents so you too can start making friends.

In the Autumn Term, you will meet with your class teacher for 20 minutes, and again at the end of the academic year. These meetings will give you the chance to find out how your child is getting on and the teacher will let you know how you can help at home. Written reports are sent home at the end of every term, and these include comments from the teachers, pupils, and parents so everyone is involved.

If you wish to come and have a talk with me at any time, then you are welcome to do so. Just make an appointment with my PA and let her know what you would like to discuss. Developing strong parent/school partnerships is a priority for us.

We are delighted that you have chosen St James for your child. We will ensure their days with us are happy and fulfilling, and we will work together to make sure they grow and develop into young people with integrity, open hearts, and enquiring minds.

Mrs Hilary Wyatt
Headmistress



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Who to Contact

Main School Reception Desk	020 7348 1777
School Office & Head's PA	office@stjamesprep.org.uk 020 7348 1777
Admissions	admissions@stjamesprep.org.uk 020 7348 1793
Bursar's Office	020 7348 1700
School Nurse	prepschoolnurse@stjamesprep.org.uk



Contacting the Head

Should you require an appointment with the Head please contact the Head's PA in the School Office who will be happy to arrange an appointment.

For all matters relating to fees and finance, please contact the Bursar.



Day-to-day Concerns

As teachers do not have immediate access to their email or telephone during the day, please contact the school Office if you have any concerns.

Absence from School

If your child is ill, please let us know by telephoning the school Office before 9:00am.

Planned Absence

If you wish to request permission for absence during the school term, please write to the Head's PA, who will provide an absence request form.



Absence from Games or Swimming

If your child is well enough to come to school, we encourage them to participate in all activities.

If for any reason they cannot, please inform the class teacher in writing, and they will be added to the 'Off Sport' register.

Communications with Parents & Carers

Class newsletter

Every Friday, you will receive a weekly roundup from your class teacher, showcasing the week's teachings and learning focus.

School newsletter

Every other week, you will receive a school newsletter showcasing school activities, news, achievements and dates for the diary.

School magazine

Our annual school magazine is sent out to parents each September.

Social Media

You can also follow the school on Instagram and Facebook to keep updated with the latest school activities.



@stjamespreplondon



@stjamespreplondon

School Website

The school website is aimed primarily at prospective parents but will sometimes be updated with news articles or announcements. The school calendar is also available to view on the website.

[School Calendar >>](#)

Photographic Image Use Form

The school believes good communication is vital and we are committed to keeping parents, pupils, staff and governors up to date with school events and news. As part of this commitment, we regularly take photographs to illustrate, communicate and celebrate school and student success. Please review the guidance and complete the Photographic Image Use Form in the link below.

[Photo Opt in Form >>](#)

School Cloud

School Cloud is used to book extra-curricular clubs or coaches and can be accessed via the following link:

[School Cloud >>](#)

Other emails, texts and letters

Most school communications are sent by email, and urgent messages, for instance about a school closure due to heavy snowfall, will be sent by text. Please ensure we have up-to-date contact details for email, phone and postal addresses at all times and contact the School Secretary if they need to be updated.

The School Day

Lower School Reception – Year 2

07.55-09.00	Registration and Assembly / Form time / Singing / Philosophy
09.00-09.30	Lesson 1
09.30-10.00	Lesson 2
10.00-10.20	Break
10.20-11.00	Lesson 3
11.00-11.30	Lesson 4
11.30-13.00	Lunch
13.00-13.30	Lesson 5
13.30-14.00	Lesson 6
14.00-14.20	Break
14.20-14.50	Lesson 7
14.50-15.15	Lesson 8 and Dismissal



Upper School Year 3 – Year 6

07.55-09.00	Registration and Assembly / Form time / Singing / Philosophy
09.00-09.40	Lesson 1
09.40-10.20	Lesson 2
10.20-10.40	Break
10.40-11.20	Lesson 3
11.20-12.00	Lesson 4
12.00-13.00	Lunch
13.00-13.40	Lesson 5
13.40-14.20	Lesson 6
14.20-14.25	Comfort Break
14.25-15.05	Lesson 7
15.05-15.45	Lesson 8 and Dismissal

School Clubs

Booking for Autumn Term clubs is now open and you can access this by logging in to School Cloud.

When you log on, you will see the clubs that are available for your child to sign up for. There is a document with a table attached, showing the clubs list overview.

When you sign up to a club, you are committing for the whole term; you will see the dates and sessions for each club on the booking system.



ST JAMES

Academy of Performing Arts

If you would like your daughter to take part, please read our leaflet for more information and complete the application form.

[Leaflet >>](#)

[Application Form >>](#)



School Dates and Key Information

Autumn Term

Wednesday 6th September 2023	Term begins
Monday 16th October - Friday 27th October 2023	Half-term
Friday 15th December 2023	Term ends at 11:30am

Spring Term

Monday 8th January 2024	Term begins
Monday 12th February - Friday 16th February 2024	Half-term
Wednesday 27th March 2024	Term ends at 11:30am

Summer Term

Thursday 18th April 2024	Term begins
Monday 27th May - Friday 31st May 2024	Half-term
Friday 5th July 2024	Term ends at 11:30am

Other key dates are also available to view on the school website.

Parental Involvement

Regular classes, workshops or activities are organised for parents throughout the year. More details will follow closer to the dates.

The Friends of St James

There is an active Friends association which gives tremendous support across all three St James schools; it is made up of parents, past pupils, grandparents and long-term supporters of the St James educational vision. The Friends provide support to the teachers, the pupils and the parents, organising events that help strengthen the St James community, and raising money for the school.

Prep Parent Class Coordinator (PCC) Committee

At the beginning of each school year, two parent volunteers are asked by each Class Teacher to be PCCs for the year. The PCCs' key role is to act as goodwill ambassadors for the Friends organisation. The Prep PCC committee meets to discuss both social and fundraising initiatives.

Charity Events

We support various charities throughout the year. Children, parents and staff have come forward with many original and helpful suggestions.

Houses

Children from nursery to Year 6 are part of one of our three houses:

[Winchester](#)[Salisbury](#)[Canterbury](#)

The House system provides an opportunity for the children to earn points for their team in everything from good behaviour or outstanding effort in work to beautiful singing or playing well at a netball match. At the end of each term, the winning house is served a House treat – it is a great bonding experience and strengthens the school community.

Uniform

For information on our uniform requirements, please see the following Uniform Guide.

[Uniform Guide >>](#)

All items must be purchased from Stevensons, either in-person or through this link:

[Stevensons >>](#)

It is essential to name all items of school clothing, so that lost items may be returned to their owners. Unnamed lost property, not claimed after three months, is given to charity. Woven name tapes can be ordered through Stevensons. There is a stock of second-hand uniforms held at school, and sales are usually held termly.



CORE Values

The school's vision is to create an environment where children make the maximum possible personal progress by learning thinking and behaviour habits to help them thrive.

Our PSHE and SMSC policy permeates every aspect of our school. We have developed our unique CORE virtues to help our children succeed: Caring, Open, Responsible and Elastic.



for self by eating nourishing food (we are a vegetarian school), exercising every day, and getting a good night's sleep. Caring for others by helping, praising, sharing and playing with them.



by expressing ideas, thoughts and feelings openly, by being tolerant and by being creative.



by following the rules, working hard and being respectful.



(our word for resilience) by bending and not breaking when things get difficult.

These CORE virtues are communicated in the curriculum, posters, lessons, assemblies, and in all interactions with children throughout their time in the Prep School.

Transport

Our school is served by excellent public transport links and we offer school transport on a variety of routes.

St James School London Coach Routes – Timetables

We have three coach services for all children in Year 3 upwards serving West and South West London. They are luxury coaches with dedicated drivers whom the school has worked with for over 15 years.

If you would be interested in your child using this service, please visit our Transport website page or contact transport@stjamesschools.co.uk for more information, and book through School Cloud.

[Coach Route Timetable >>](#)

We will not have been able to cover everything in this document, so do feel free to ask us any questions that you may have along the way. We hope your experience of starting with us is as stress-free and happy as possible.