



SS Philip and James' Church of England
VA Primary School
With love we flourish

WELCOME PACK

2023-2024

In-Year

Navigation Way, Oxford, OX2 6AB

T: 01865 311064

E: office.3835@ss-philip-and-james.oxon.sch.uk

www.philandjim.org.uk

Headteacher: Ms Sarah Awuye

Dear Parent,

Re: Starting Information

Thank you for returning your registration documents. We are very excited to have your child start with us.

Within this starter pack you will find the following documents:

- [What your child will need](#)
- [The School Day](#)
- [Communication](#)
- [Uniform](#)
- [Phonics Information](#)
- Letter to your child from their designated house
- Wraparound care leaflet

A Welcome from the Headteacher

I am pleased to welcome you to SS Philip and James' Church of England Voluntary Aided Primary school.



We are a happy, inclusive church school where children develop within a nurturing and caring environment. All decisions, relationships and every day experiences are rooted in our shared values and vision so that we can develop independent, free thinking learners who have a secure moral and spiritual grounding.

We are ambitious for each other and for all our pupils, and want every adult and child to achieve their full potential, to develop an inquisitive approach to challenges they face and to question the world in which they live and grow.

Our school community is at the heart of all our work, with all staff, parents and carers working together to support and care for our children and each other. We work hard to ensure that every day is happy, exciting and filled with learning.

Along with the wonderful staff at SS Philip and James', I am delighted to welcome you to our school.

Ms Sarah Awuye
Headteacher

What your child will need when they start at Phil and Jim:

A packed lunch for the first day - At Phil and Jim we use a system called My Child At School (MCAS) to facilitate lunches and wraparound care. You should receive your link on your child's first day, so if on this day you could provide a packed lunch then you will be able to access the platform to book thereafter. Our [website](#) has help guides and videos to navigate the system.

School Meals

School lunch

Your child may have a cooked school lunch, or a packed lunch prepared by you.

Since September 2014, all children in EYFS, Year 1 and Year 2 receive a meal which is paid for by Oxfordshire County Council. However, even though the meal is paid for by Oxfordshire County Council you must still pre-order your child's lunch option via the [MCAS](#) platform.



Packed Lunches

At SS Philip and James, we promote healthy eating and therefore we ask that you don't send sweets, chocolate, or fizzy drinks in with your children. All children should have water with their packed lunch. Staff who supervise the children eating their lunch will encourage your child to return all uneaten food in their lunch box, so you can monitor what they have eaten.

We have children with serious nut allergies in school and so strive to be a Nut Free School

To ensure the safety of the children and school staff with nut allergies, please do not include any food that may contain nuts in packed lunches. This includes:

- Sauces that may contain nuts, including pesto and satay
- Peanut butter sandwiches
- Chocolate spreads, including Nutella
- Cereal bars / cake/ cookies containing nuts
- Some granola bars



All our meals are provided by an external catering company and require booking 24 hours in advance. The link below will have the most recent menu.

<https://philandjim.org.uk/parents-info/parents-information/meals-lunch-menus/>

My Child At School (MCAS)

MCAS is our [school management information system](#). Through the parent account, you can view/amend contact details, book and pay for breakfast club and ASC sessions, contact and receive emails from the school (replacing parentmail). MCAS will also update you on your child's house points and weekly homework. The parent and/or carer with an account is responsible for managing their account for booking, amending, cancelling and ensuring adequate bookings are made in good time for wraparound care and lunch provision. You will be sent a link once your child starts with us.

The School Day

Journey to and from school

Children may walk, scoot or cycle to school. We have bike sheds on site for pupils to use.

Cars are not permitted to come over the bridge on the corner of Aristotle Lane between 8.30 am to 9.15 am and 2.45 pm to 3.30pm.

Key Times of Day:

- The school gates open at 8.40am.
- All children should be in school by 8.50am. Registration closes at 8.50am
- Morning Break 10:45 – 11:00am
- EYFS Lunch 11.30 – 12.30pm
- KS1 & Y3 Lunch 12:00 – 1:00pm
- Y4, 5 & 6 Lunch: 12.30 – 1.30pm
- The school day finishes at 3.20pm – children should be picked up at their classroom doors.

When your child arrives at school:

You should drop your child off at their cloakroom door in the mornings, between 8.40 and 8.50am, and pick them up at the same place at 3.20pm.

Children arriving after the gate closes at 8.50am are required to access the school via the Main Entrance (Reception) and will be marked as late by the class teacher. Any children arriving after 9.00am, will have to sign in and will be marked as Unauthorised Absence.

Your child will be given a 'buddy', one of their classmates, who will show them where everything is and look after them for the first few days until they are comfortable and know their way round school.

Please inform the school if your child is being collected by a different adult.

Communication

School Website

Our school website is regularly updated. You can find a range of school information there along with key policies. It also has a calendar which lists key school events. Each year group has a class page where information about learning is shared. We also have a church events blog and sports events blog. All newsletters are also saved onto the school website.

Newsletter

Our school newsletter shares the achievements of the pupils as well as sharing important upcoming events and diary dates, linking into our school calendar. Different teachers and pupils often write short pieces for the newsletter, so the whole school community can share in what each class is doing. Newsletters also contain messages from the PTA and a section for community news.

MCAS – our method of communication

At Phil & Jim we use MCAS to communicate with parents. This enables us to send paperless messages and forms, and is a very easy and useful system. You can also contact the school and/or specific staff members via MCAS.

Contact info:

Please email office@philandjim.org.uk for general enquiries, absences and to contact teachers/staff.

To contact the headteacher or for private and confidential / SEN please email headpa@philandjim.org.uk.

If you have any finance queries such as free school meals please email: businessmanager@ss-philip-and-james.oxon.sch.uk.

To contact the PTA please email contact@philandjimspta.org

ABSENCE

To report an absence either call 01865 311064 / email office@philandjim.org.uk You will need to call every morning of illness. If you have booked any lunches or wraparound care you will need to cancel these via MCAS as soon as possible. Please do read our [attendance policy](#) which outlines expectations.

After vomiting sickness and/or diarrhoea – your child should be kept at home for a clear 48 hours after the last episode of sickness or diarrhoea

Uniform

There is no uniform at Phil & Jim, but we do have a dress code to help pupils and parents decide what is appropriate to wear in a learning environment.

Our Code

- Children are required to wear comfortable and appropriate clothing. No inappropriate slogans please. Tops should be long enough to cover your stomach and bottoms should be high enough to cover underwear. All bottoms should be at least in line with your hands when standing upright.
- Sensible shoes. Generally comfortable, flat footwear is advised. No flip flops please.
- Head-wear is only allowed to be worn indoors if it is for religious or medical reasons.
- Children are not permitted to wear jewellery. If your child has pierced ears, studs are permitted but must be removed for PE.
- Children should bring a coat for break times, depending on the weather forecast.
- Please ensure your child has waterproof outwear and shoes in school at all times because unless there is torrential rain, the children will go out to play.

PE kit

For health and safety reasons, all children at Phil & Jim must change into a separate PE kit for all PE lessons regardless of what they wear to school. We have a compulsory PE kit which consists of white or navy shorts and trainers (which can be purchased from any outlet) and our navy school T-shirt, which you can purchase

online at Blue Blood Sport. Here you will also find a number of optional PE items which you can choose to purchase if you wish. These include shorts, mid-layer tops and bottoms.

You can also purchase a Phil & Jim draw string bag ideal for storing your child's PE kit.

Please ensure all items are named and stored in a bag on your child's peg. PE kits must remain in school during the week, but can be taken home at the weekend to launder.

If you are experiencing financial hardship, and are therefore having difficulties purchasing the PE kit, please do contact the school office, and request to speak to the Office Manager.

Book bag

Children will need a book bag for transporting homework, reading books, correspondence etc. to and from school. Optional Phil & Jim bags may be purchased via MCAS for £5.00 and can be collected from Reception.

Water bottle

Children will need a named water bottle to use throughout the school day. They can be refilled at the water fountains located in each cloakroom.

OTHER KEY INFORMATION

HOUSE Information

The housepoint system is a part of our behaviour policy. It would be advisable to go through this with your child if possible so they are aware of expectations.

<https://philandjim.org.uk/wp-content/uploads/2021/11/11.2-Behaviour-Policy-Sept-2021-2023-1.pdf>

Policies

All school policies are available on our website: <https://philandjim.org.uk/school-info/school-policies/>

We feel the following would be most useful to be aware of before your child starts with us.

- [First Aid and Administering Medication](#)
- [Homework](#)
- [Parent Code of Conduct](#)
- [Charging and Remissions](#)
- [SEND](#)

Phonics Information

Pronunciation

At St Philip and St James Primary School we use the *Monster Phonics* program. This is a daily program which delivers the necessary tools for your child to read and spell words.

In EYFS your child will be taught Set 1 sounds which are

m a s d t i n p g o c k u b f e l h s h r j v y w t h z c h q u x n g n k

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Oxfordshire County Council

Admissions/ Welcome Packs/ In Year Transfer (vDec21)

When your child is confident in recognising these sounds we will move on to teaching them set 2 sounds which are:

ay ee igh ow oo or ar air ir ou oy

The next set of sounds (set 3) are:

ea oi a-e i-e o-e u-e aw are ur er ow ai oa ew ire ear ure

(a-e as in cake, i-e as in kite, o-e as in pole, u-e as in tune)

Please note: if the grapheme of a sound is repeated it is because there is another way of saying that grapheme.

The above information is to be used as a guide only. Please do not pre-teach your child the sounds. However please do revise the sounds that have been taught.

We are aware that some parents would like to know how to help their child say the sound. Please see the following links that demonstrate how to pronounce each sound correctly. If you are still unclear about a sound that your child has been taught please come and ask your child's class teacher who will be happy to demonstrate the correct pronunciation.

We are aware that some parents would like to know how to help their child say the sound. Please come and ask your child's class teacher who will be happy to demonstrate the correct pronunciation.

Please see the following links for further information.

Monster Phonics official website:

<https://monsterphonics.com/how-it-works/>

- Attend a Monster Phonics [webinar](#)
- Read an [eBook](#)

Phonic activities to play with your child.

We have included in this leaflet flash cards for you to cut up and use with your child. As mentioned earlier, please only include sounds that your child has been taught in class.

- Use the flash cards to spell real or nonsense words (e.g cov or dop)
- Stick the flash cards on empty bottles and play ring toss.

- Place flash cards on the floor and jump on a sound and shout it out.
- Time your child to see how long it takes them to say all the sounds/words they have been taught.
- Play hunt the sound.
- Play musical sounds (same as musical chairs but with flash cards on the floor instead of chairs). When they are standing on a sound, your child says the sound.
- For more games to play at home look on the website *pinterest* - it has a wealth of
- Phonic games and activities (search *phonic games EYFS*).

In our daily phonic lessons the children make words using sounds they know. However, there are some words that the children cannot use their phonic knowledge to write or read. These words are called tricky words or red words.

We have included the red words that your child has been taught so far in the form of flash cards. Please play the above games using the red word flash cards.

And finally:

You know your child better than anyone else and will know if or when they are ready in an evening or at a weekend to do any extra phonic games. We are lucky teachers at Phil and Jim; the children work so hard in their phonic lessons and the parents are enthusiastic and conscientious.

If you have any questions please do not hesitate contact the office. 08:00am-4:30pm

office@ss-philip-and-james.oxon.sch.uk

01865 311064