



Newsletter 04.11.2025



Manston St James CE Primary Academy

Twitter: [@msjprimary](https://twitter.com/msjprimary)

Email: info@manstonstjames.co.uk

Website: www.manstonstjames.co.uk



As the nights draw in, we want to remind everyone to stay safe around fireworks. Please follow safety rules, keep a safe distance, and enjoy displays responsibly. We're also looking forward to an exciting treat for our children – a special performance of Aladdin by a visiting theatre company at the end of November. It promises to be a magical experience for everyone! The Christmas season is always a highlight at our school, and key dates for our Nativity performances are included in this newsletter. We love sharing this joyful season with our children and families and can't wait for the festivities to begin. Thank you for your continued support as we enjoy the wonderful weeks ahead together.

Mr Biedka

Headteacher

PTFA Facebook and Instagram Group

Our PTFA Team

Chair: Sam Kaye

Vice Chair: Natalie Clift

Secretary: Jessica Hammond

Treasurer: Nell West

Social Media channels

<https://www.facebook.com/groups/199267443474410/>

<https://www.instagram.com/manstonstjamesptfa?igsh=MWl5aHhsdm9vNWI4NQ==>



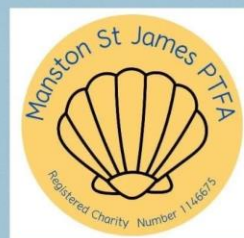
Save the date PTFA AGM

**OUR AGM IS TAKING PLACE ON
THE 10TH NOVEMBER AT 6PM
IN THE SCHOOL HALL**

We are excited to announce that we
will be recruiting a brand-new committee!

COULD YOU BE THE NEXT...

- CHAIR
- VICE CHAIR
- TREASURER
- SECRETARY



**FOR MORE INFORMATION, PLEASE
GET IN TOUCH WITH US**

fomsjames@gmail.com

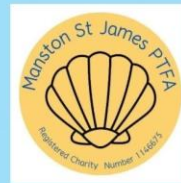
PTFA VICE CHAIR

KEY RESPONSIBILITIES

- Supports the Chair in leading the PTA and takes over when the Chair is absent
- Helps plan and run meetings and events
- Shares tasks and provides guidance to other committee members
- Supports the Secretary with generating newsletters

KEY SKILLS

- Confident and supportive
- Good communicator and team player
- Organised and approachable



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PTFA SECRETARY

KEY RESPONSIBILITIES

- Prepares and circulates meeting agendas
- Takes accurate minutes at meetings and shares them with the committee
- Helps with communication to parents and staff, including newsletters or emails

KEY SKILLS

- Organised and reliable
- Good at note-taking and written communication
- Friendly, approachable, and a team player



 fomsjames@gmail.com

PTFA CHAIR

KEY RESPONSIBILITIES

- Prepares for and leads meetings
- Delegates tasks to committee members/volunteers
- Liaises with the school and helps decide which projects to fund
- Ensures the PTFA follows its constitution and charity governance requirements
- Writes the annual report and Chair's report for the AGM

KEY SKILLS

- Confident and fair
- Organised and good at delegating tasks
- Calm, approachable, and inclusive

 fomsjames@gmail.com

PTFA TREASURER

KEY RESPONSIBILITIES

- Keeps accurate, up-to-date financial records and presents updates at meetings
- Manages the PTFA bank account, payments and signatories
- Ensures proper procedures for handling money at events and reimbursing expenses
- Prepares the annual Treasurer's report and arranges independent examination of accounts
- Completes annual Charity Commission returns

KEY SKILLS

- Good with numbers and basic bookkeeping
- Organised and detail-oriented
- Calm, approachable, and a strong team player



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🔔 Save the Date! 🔔

Our AGM is on 10th November 🗓️ We're on the lookout for a brand new committee – could it be you? 👀

Want to get involved? Email us for more info!

Attendance & Reporting Absences

Dear Parents/Carers

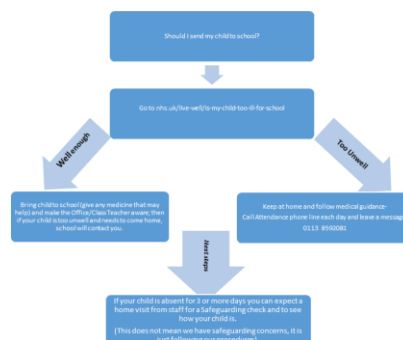
We would like to remind you of the procedure to report your child as absent if they are unwell and unable to attend school.

There is a chart to help you decide whether to send your child to school or not.

Thank you for your ongoing support.

Mrs J Mills

Attendance and Safeguarding Officer.



Safeguarding

If you have any concerns or observations regarding **Health and Safety** please contact: **Mr Biedka**

If you have any concerns or questions regarding **Child Protection** issues please contact: **Mrs Crabtree or Mrs Cliffe.**

If you need to report your child's absence, please contact : 0113 8592081

If you need further support regarding Mental Health, Domestic Violence or support accessing a Foodbank please see links on our Safeguarding page on our website.

Families applying for **Reception places** for
September 2026 are invited to attend

Open Days

Morning
Tuesday
21st October
9:30am

Evening
Wednesday
12th November
6:00pm

Morning
Tuesday
2nd December
9:30am

Come along to discover
what makes **our school**
truly exceptional.



Discover more **and register**
your attendance

www.manstonstjames.co.uk

thoughtfully designed so that
pupils' learning builds over time

Ofsted, October 2024
Good in all areas



info@manstonstjames.co.uk

0113 859 2073



Affordable & fun
wraparound childcare



Merlin's Club



www.manstonstjames.co.uk

from
7:30am
to 6:00pm

Pupils **thrive** at this **caring**
and **nurturing school**.

Ofsted, October 2024
Good in all areas



info@manstonstjames.co.uk

0113 859 2073

Odd Socks Day



Anti-Bullying Week 2025 – ‘Power for Good’

Monday 10th November marks the start of Anti-Bullying Week 2025, and this year’s theme is **‘Power for Good’**.

Throughout the week, the children will be learning about what bullying is, how to be a good friend, the different types of bullying, and how we can all play a part in challenging it. We’ll be encouraging them to use their **‘Power for Good’** to speak up safely and help raise awareness — whether it’s in person or online.

To kick off the week and help spread the message, we’d love all children to come to school in **odd socks** on Monday 10th November!

Odd Socks Day is all about having fun, celebrating what makes us unique, and showing that it’s great to be different. We look forward to seeing you in your snazziest socks!

Class Fundraising Order



The Class Fundraising online shop is closing on **Tuesday 11th November 12noon**. Please ensure you have placed your orders before the deadline to get free delivery to school.

Children in Need



Friday 14th November is Children in Need day.

Children are welcome to come to school with **spotty accessories with school uniform or PE kit** if it's PE day for your child's class.

Christmas Nativity Dates



The Reception and KS1 Nativities which will take place in the **Church Hall**.

Monday 15th – 2pm – Reception

Wednesday 17th December – 9:30pm – Reception

Wednesday 17th December – 2pm – KS1 (Y1 & Y2)

Thursday 18th December – 9:30pm – KS1 (Y1 & Y2)

Stay Connected with Seesaw



As you may know, we're excited to offer Seesaw, an easy-to-use platform that helps parents stay connected to their child's learning. Seesaw gives you a sneak peek into your child's classroom, allowing you to view their work, photos, videos, and class updates.

If you haven't logged on already, we encourage you to reach out to your child's class teacher for your login details or if you need assistance, please come to the school office or email on info@manstonstjames.co.uk

Once you're set up, you'll not only be able to engage with your child's work but also stay informed about last-minute notices, urgent messages, and important school-wide announcements. We aim for Seesaw to be a primary method of communication for all things related to your child's school experience.

We truly believe Seesaw helps strengthen the connection between home and school, and we encourage all parents to take full advantage of this platform to stay involved and make your child's learning journey even more exciting!

SEND parent carer monthly information drop-in

Dates and times of drop in

Date: Wednesday 19th November 2025

Time: 10.30 till 12.30

Venue: The Welcome Centre, Belle Isle Rd, Belle Isle, Leeds, LS10 3DN (signposted St John and St Barnabas Church)

Book your place at the drop in [here](#).

If you require further information about the drop in sessions please email LLO@leeds.gov.uk or join the Leeds Local Offer [facebook group](#).

Family Hubs SEND parent drop ins

Family hubs are designed to support families by bringing together a range of services into one easy-to-access space. Whether you need parenting advice, health support, education guidance, or help navigating local services, our family hubs are here to help. Family hubs act as a vital link between families and community support, offering a holistic approach to meet individual family needs. They are also a space where families can connect with others in their community. The SEND Coordinators within the Family Hubs are hosting SEND parent drop ins:

Outer West Family Hub Last Thursday of the month, 9am till 12pm at Horsforth Library.

Inner West Family Hub Last Wednesday of the month, 9.30am till 12pm at Armley Community Hub.

Book your place now

Book your place by calling 0113 5350185 or emailing family.hubs@leeds.gov.uk quoting the drop in you would like to book a place for, upon booking you will be allotted a time slot.

Community Fridge



The poster for the Community Fridge features a collage of images: a group of people at the fridge, a close-up of food items, and a person smiling. The text is arranged in a clear, organized manner with a mix of blue, green, and white backgrounds.

CONNECTING CROSSGATES

Fill cupboards
Not Landfill !

COMMUNITY FRIDGE

St James Manston Parish Hall
Church Lane LS15 8JB

- Choose 12 items
- Fruit, Veg, Tins & Chilled items
- £3.50 per visit
- One visit per household per week
- No referral needed

THURSDAY
2-4PM & 6-7PM

FRIDAY
9-11AM

OPEN TO ALL

Andy 07840 033637
andy@connectingcrossgates.com

Community Fridge is open

FILL YOUR CUPBOARDS NOT

LANDFILL !

Cash only.

Please bring small bags for fruit & Veg please.

Please be considerate when you are parking 🚗 We are open most Thursdays and Fridays at St James Manston Parish Hall.

Lots of our food is good quality surplus food which would have gone to landfill. We are committed to stopping food waste and offering affordable food for all.

We work with others to help the environment and help with the cost of living.

We buy food from an organisation called Fare share who distribute food from supermarkets which they can't sell because they've made too much.

We all need some help with the cost of living at the moment !

Come and see what amazing food we have this week...

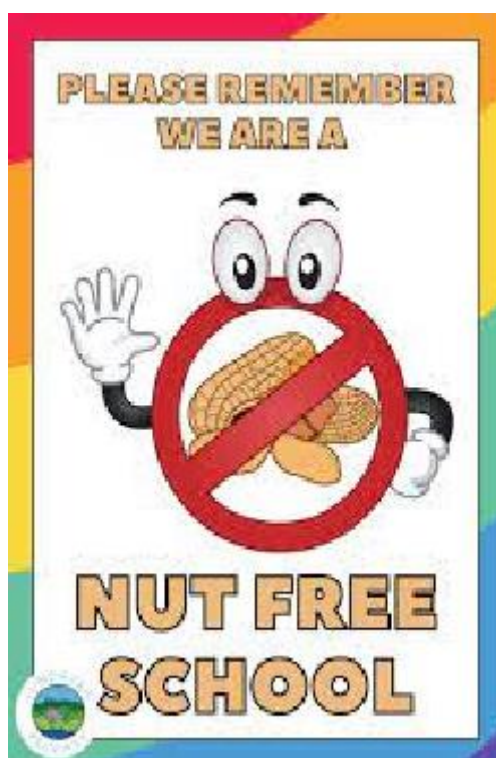
OPENING TIMES

Thursdays 2-4pm & 6-7pm

and Friday 9-11am.

We are also offering free tea and coffees and a chat in the church on Thursday Afternoons.
The Products will vary week to week.

We are a 'Nut Free' School



We currently have staff and pupils who have allergies, which require an epi-pen for treatment. People who suffer from nut allergies can develop a severe, potentially life threatening allergic reaction.

So please can we ask that you have no nut products in lunch boxes or sent into the school as treats. This includes 'Nutella' and other unbranded chocolate spreads which usually include nuts or nut derivatives.

Healthy Lunchboxes



What to include in your child's lunchbox

A healthier lunchbox should:

- be based on [starchy carbohydrates](#) (bread, potatoes, rice, pasta)
- include fresh fruit and vegetables/salad
- include a source of protein such as [beans and pulses](#), eggs, fish, meat, cheese (or dairy alternative)
- include a side dish such as a low-fat and lower-sugar yoghurt (or dairy alternative), tea cake, fruit bread, plain rice/corn cakes, homemade plain popcorn, sugar-free jelly
- include a drink such as water, skimmed or semi-skimmed milk, sugar-free or no-added-sugar drinks

The [Eatwell Guide](#) shows you how to have a healthy balanced diet and can help you decide what to put in your child's lunchbox. Find healthy lunchbox ideas at [Change4Life](#).

Lunchbox tips

ü Keep them fuller for longer - base the lunchbox on foods like bread, rice, pasta and potatoes. Choose wholegrain where you can.

ü Mix your slices - if your child doesn't like wholegrain, try making a sandwich from one slice of white bread and one slice of wholemeal/brown bread.

ü DIY lunches - raps and pots of fillings can be more exciting for kids when they get to put them together. Dipping foods are also fun and make a change from a sandwich each day.

ü Less spread - cut down on the spread used and try to avoid using mayonnaise in sandwiches.

ü Cut back on fat - pick lower fat sandwich fillings, such as lean meats (including chicken or turkey), fish (such as tuna or salmon), reduced-fat cream cheese, and reduced-fat hard cheese.

ü Ever green - always add salad to sandwiches – it all counts towards your child's 5 A DAY.

ü Always add veg - cherry tomatoes, or sticks of carrot, cucumber, celery and peppers all count towards their 5 A DAY. Adding a small pot of reduced-fat hummus or other dips may help with getting kids to eat vegetables.

ü Cut down on crisps - if your child really likes their crisps try reducing the number of times you include them in their lunchbox and swap for homemade plain popcorn or plain rice cakes instead.

ü Add bite-size fruit - try chopped apple, peeled satsuma segments, strawberries, blueberries, halved grapes or melon slices to make it easier for them to eat. Add a squeeze of lemon juice to stop it from going brown.

ü Tinned fruit counts - a small pot of tinned fruit in juice – not syrup – is perfect for their lunchbox and is easily stored in the cupboard.

ü Go low fat and lower sugar - go for low-fat and lower sugar yoghurt or fromage frais and add your own fruit.

ü Get them involved - get your kids involved in preparing and choosing what goes in their lunchbox. They are more likely to eat it if they helped make it.

ü Variety is the spice of lunchboxes! Be adventurous and get creative to mix up what goes in their lunchbox.

Read more at <https://www.nhs.uk/change4life-beta/recipes/healthier-lunchboxes#ZfH6v8YgO6XJADLg.99>

Pupil Information Updates

Medication

If your child requires medication to be kept in school, please visit the office to sign it in by completing an Administration of Medication Form.

Pupil Photo Permission Link

Please complete this online form, if you haven't already done so or want to update your permissions by following the link below:

<https://forms.office.com/e/qxDSzLB9Hw>

Please note that ALL parents need to complete the form to enable us to update our system for this academic year.

ParentPay Account

Please ensure you have activated your ParentPay account. If you need assistance, please come to the school office or email on

info@manstonstjames.co.uk

SeeSaw Account (Y1 - Y6)

SeeSaw is our platform to communicate directly with your child's class teacher, to see messages from teachers and to see your child's reports. Please ensure you have activated your child's SeeSaw account. If you need assistance, please come to the school office or email on

Tapestry(ONLY Recpt Year Group)

Tapestry is our platform to communicate directly with your child's class teacher, to see messages from teachers and it is only for Reception year group.

Please ensure you have activated your child's Tapestry account. If you need assistance, please email on info@manstonstjames.co.uk

Merlin's Wraparound Care Club



We're pleased to let you know that pupils enrolled in the **Merlins Breakfast Club (wraparound care)** will be able to arrive earlier, as our opening time is changing to **7.30am** instead of 7.45am.

We hope this slight change will be helpful for our working parents and carers who need an earlier drop-off time.

If you have any enquiries regarding Merlin's Wraparound Care Club, please contact - **0113 8592074** or email : **msj-merlin@manstonstjames.co.uk**

Diary Dates

November

- Mon 10th - Friday 14th - Anti Bullying Week
- Mon 10th - Odd Socks Day
- Tues 11th - 10:45am - Remembrance Service in Church (Parents Invited)
- Wed 12th - 6:00pm - Parents Open Evening for reception 2026
- Friday 14th - Children in Need Spotty Accessories with school uniform/PE Kit
- Mon 17th - School Individual/Siblings Photo Day
- Tues 25th - 9:00am - Y5 Learning Festival

December

- Mon 1st - 2:00pm - Advent Service in Church (Parents Invited)
- Tues 2nd - 9:30am - Parents Open Morning for reception 2026
- Tues 9th - 9:00am - Y4 Learning Festival
- Thurs 11th - Christmas Jumper Day
- Friday 12th - Peace and Award Service (Invite Only)
 - 9:00am - KS1 (Reception, Y1 & Y2)
 - 2:30pm - KS2(Y3, Y4, Y5 & Y6)
- Mon 15th - 2:00pm - Reception Nativity
- Wed 17th - 9:30am - Reception Nativity
- Wed 17th - 2:00pm - KS1 (Y1 & Y2)
- Thurs 18th - 9:30am KS1 (Y1 & Y2)

- Friday 19th - 2:00pm - Carol Service in Church
- Friday 19th Last day of Term

School is closed - Monday 22nd December 2025- Friday 2nd January 2026

School re-opens on Monday 5th January 2026.

Contact Us

Manston St James C of E Primary Academy

Sandbed Lane

Cross Gates

Leeds

LS15 8JH

Tel: 0113 859 2073

Absence reporting number 0113 8592081

info@manstonstjames.co.uk

Headteacher

Mr A Biedka

Deputy Headteacher

Mrs E Caygill-Boothroyd

Assistant Headteacher

Mrs A Crabtree

Assistant Headteacher/DSL

Mrs C Cliffe

SENCO

Mrs L Bennett

Visit us on the web at www.manstonstjames.co.uk

Thank you for reading our Newsletter