



Starting Primary School: A Parent / Carer's Guide to Manston St James Primary School



Rooted and Grounded in Love



Welcome to Manston St James

Manston St James Primary has been serving Crossgates for over 150 years and we believe that having strong links with parents, the local community and parish will ensure that our children thrive, excel and achieve the very best. Our mission, "Rooted and Grounded in Love," is at the heart of everything we do. This guiding principle shapes our educational approach and informs the values we instil in our children.

We cultivate an environment where our students can grow into compassionate and courageous advocates for themselves and others. We believe that fostering these qualities is essential for their future development.

At our school, we provide opportunities for all children to develop holistically — socially, emotionally, academically, and spiritually. We recognise that each child is unique, and we celebrate their distinctive talents. Throughout the school day and in our myriad of after-school clubs, we encourage our children to share and showcase their abilities, fostering an atmosphere of support and camaraderie.

Providing real experiences, is and will always be an essential part of the children's education at Manston St James, it helps children experience the wider world and brings learning to life. Making

learning real is important, which is why school trips and curriculum enhancements have a vital role to play in our education.

By being 'Rooted and Grounded in Love', our children will leave Manston St James C of E Primary Academy rounded, confident individuals who strive to be the best that they can be and achieve their dreams.

Over the coming months we'll be inviting you and your child into school so we can get to know each other, if you have any questions at any point then do get in touch with us and we'll be more than happy to support

We look forward to meeting you and your child soon,

**Mr A Biedka, Mrs E Caygill-Boothroyd,
Mrs A Crabtree and Mrs C Cliffe**



Welcome!



From the Abbey MAT CEOs

Welcome to Manston St James CE Primary Academy.

At Abbey Multi Academy Trust we are passionate about making a difference to the lives of all our children. They are at the heart of everything we do and we strive to inspire learners and change their lives as a result of our educational provision. We are committed to our Trust vision to work 'In Partnership to Educate, Nurture and Empower' our community, so that everyone can flourish and live 'life in all its fullness' (John 10:10).

We want all our schools to be the best they can be and for each child to discover the skills, abilities, talents and interests that lie within them as well as giving them safety, security and the skills they will need to be active, responsible citizens and happy, caring adults in the future. Our aim, quite simply, is to do the very best for children and recognise their individuality and uniqueness. Childhood is a special and wonderful time and no-one gets a second chance at it.

Manston St James provides children with an inclusive and supportive space to learn and grow. Guided by a motivated staff team and grounded in an ambitious curriculum, children learn to build strong relationships, and develop an outward

facing view of the world. The school actively demonstrates a passion for environmental responsibility, providing children with opportunities to become eco-citizens within their communities.

Working alongside the other primary and secondary schools within Abbey Multi Academy Trust, Manston St James is prepared to truly collaborate. All our academies have a desire to question, change and innovate to ensure that what we provide enables our children to become successful learners, confident individuals and responsible citizens.

We welcome you to explore our Trust website, where you can find out more about the benefits of Manston St James being a part of our Trust.



Mrs Helen Pratten,
co-CEO & Director of Operations



Ms Catherine Garrett,
co-CEO & Director of Education

Mission and Values

At Manston St James Primary Academy, we believe every child in our care is a unique child of God.

Our mission is to:

- To provide a safe nurturing environment where children can achieve their full potential.
- To deliver a curriculum that inspires a lifelong love of learning.
- To value all faiths and cultures and celebrate diversity.
- To build strong relationships with the local community and wider world.
- To develop a sense of self-respect and responsibility to others and the environment.

All this is achieved within a framework of strong Christian values.

We have roots. We are growing. We will be the best we can be. All are welcome and all are loved.

"Rooted and Grounded in Love." -Ephesians 3:17



Rooted and Grounded in Love

Transition Timeline

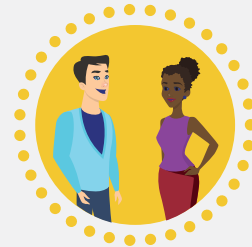
Your child's transition to primary school is broken down into phases to be as manageable as possible. Here are the key dates that you should know:



April/May
First contact made
with families



June and July
Stay and Play



Wednesday 3rd June - 6pm
Parent's welcome evening



September
'Bubbling Up': A series of
transition events to establish
full-time school attendance.

Getting Ready for September

Preparing for your child to go to school for the first time can be daunting if you are unsure of what to expect. We have organised some tips to help your family to get ready for September and make the transition as easy as possible.

Get prepared for the practical aspects of starting school by:



Practising the school run.



Finding out what items your child will need to bring with them.



Making a note of important dates in the school year.

Help your child to build independence by encouraging them to:



Put on their own shoes.



Use a knife and fork on their own.



Go to the toilet on their own.



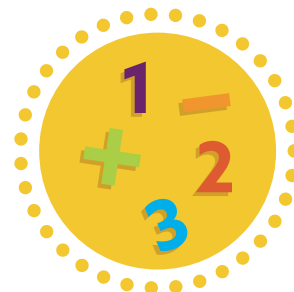
Help your child with learning words and numbers by:



Displaying their name around the house to encourage them to recognise it.



Listening to your child read as much as possible.



Bringing maths into everyday life - by identifying shapes around the house, for example.

Create a good atmosphere around the thought of school by:



Making the first morning as relaxed as possible.



Establishing a consistent morning routine.



Being positive about school and your child's learning.



Asking positive questions: "What was good about your day?"



Keeping in touch with school - reading letters sent home will keep you in the loop.

Uniform

Wearing a uniform helps pupils to feel a sense of pride in their school and a sense of belonging. We ask that you encourage your child to wear their uniform proudly and properly, and clearly label all items of clothing with your child's name.

Manston St James' school uniform for Reception consists of:



Name
label all
items of
clothing

- Black or navy jogging bottoms or leggings.
- Black or navy shorts or skirt (no hot pants).
- Plain, white round necked t-shirt (with or without logo).
- Navy hoodie (with or without logo).
- Sports trainers (not fashion).



Branded school items are available from a few retailers. The list can be found on the uniform page of our website.

Non-branded items can be purchased from many high street stores, supermarkets and online shops.

PE Kit

PE lessons will start after October half-term. For PE lessons, children are asked to wear:



Name
label all
items of
clothing

- Plain white t-shirt.
- Navy shorts.
- Trainers.
- For outside: navy jogging bottoms, navy sweatshirt/hoodie.



Second hand school uniform may also be available from Leeds Uniform Exchange online or on Facebook at www.facebook.com/groups/leedsschooluniformexchange



Equipment

As well as their uniform, please ensure that your child comes to school with:



A filled water bottle
(water only please).



Their navy blue book bag
(these are provided as
a welcome gift!).



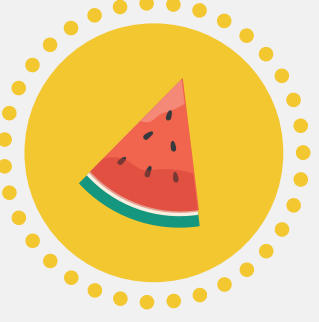
A pair of wellies.



Spare underwear.



A coat.



A piece of fruit or
veg in a named container
or bag (optional).

Attendance

Good attendance from the start of primary school sets the foundation for **success both socially and academically.**

Establishing good attendance habits will help your child **develop good routines, build better relationships with their friends, and help them feel more secure and confident.**



Visit our website to view our **School day & term dates page.**

To promote good attendance throughout the school, we ask that:



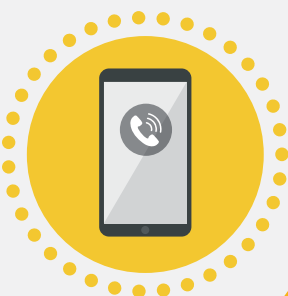
Children only take time off for illness and exceptional circumstances. We cannot authorise time out of school for family holidays or leisure purposes. We would also be grateful if GP and dentist appointments were arranged outside of school hours where at all possible.



School times:

Children arrive at school in good time for the start of the school day.

Our gates open at **8:30am** ready for children to head into their classrooms at **8:40am.**



Contact us:

You let us know if your child is unable to attend school as soon as possible by calling **0113 859 2073.**

Communication

We value partnerships with our school families and know that communication is vital to making the school-home relationship work. We hugely value input from parents and carers, and use a variety of communication methods to suit different needs.

Communication can be made through:



Tapestry - the online portal we use to share information with families.



Email - every class teacher has an email address which is checked regularly throughout the day.



Phone - our office staff are happy to answer any queries during the school day.



Face-to-face communication - there are opportunities to speak to school staff at drop-off and pick-up times.



Letters home - please read all letters carefully as they include important information.



Events

We know how important it is for you to feel part of the school, and of your child's education. We regularly host:

- Stay and play sessions
- Educational support sessions - such as phonics and maths workshops
- Family collective worship/celebration assemblies



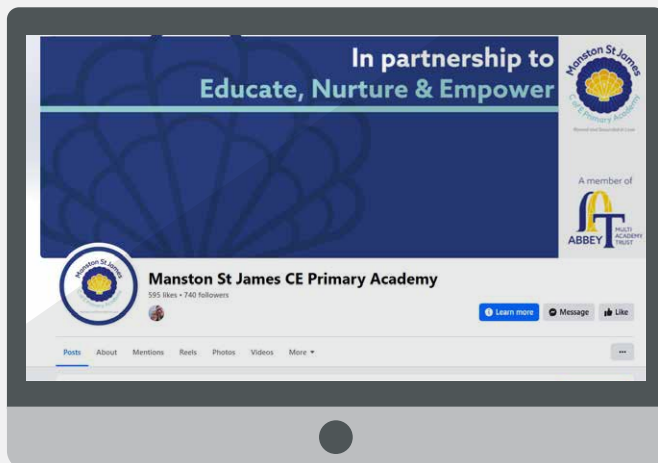
Visit our website to view the '**Latest**' menu for Letters, Newsletters and school calendar.

 www.manstonstjames.co.uk

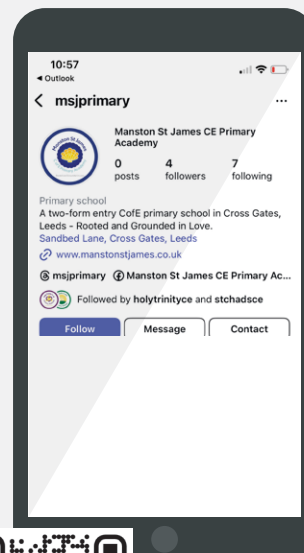
Social Media

We know it is also important to see the school in action. We regularly share messages, images and videos of activities in school on social media. Please do feel free to take a look so you can get a sense of what is happening in school at the moment and how wonderful our children are.

Find us on Facebook and Instagram.



www.facebook.com/MSJPrimary



@MSJPrimary

www.instagram.com/MSJPrimary

Other Expectations

We greatly appreciate your support in your child's education. To ensure consistency between school and home, we ask that you:



Instil the importance of good behaviour choices, sharing and turn-taking.



Read aloud to your child daily.



Establish a good sleep routine so that your child arrives for school on time and ready to learn.



Vision, Christian Ethos & Values

Our school vision is rooted in Biblical teaching - that we are "**Rooted and Grounded in Love**" (Ephesians 3:17).

We have roots. We are growing. We will be the best we can be. All are welcome and all are loved.

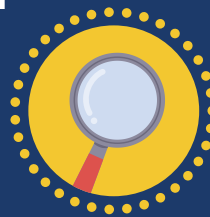
We follow a yearly timetable of Christian Values, which form the basis of our Collective Worship as we move through each term. Using the Bible as a starting point, we challenge our pupils to relate the values not only to themselves as individuals, but also to the wider world and current events at an age-appropriate level.

Our Christian Values are as follows:

Autumn Term



Autumn 1:
Ambition



Autumn 2:
Curiosity

Spring Term

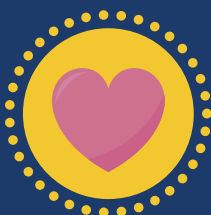


Spring 1:
Resilience



Spring 2:
Inclusivity

Summer Term



Summer 1:
Empathy



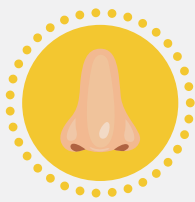
Summer 2:
Togetherness

Wellbeing

We are devoted to supporting the physical, social, emotional and mental wellbeing of all our pupils and staff.

We have outlined a few things you can do with your child if they are feeling worried about starting school or anything else.

Take a moment to breathe:



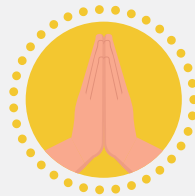
Breathe in slowly through the nose for four counts, then breathe slowly out of the nose for four counts.

Take a moment to breathe:



Breathing buddies: Lay on the floor with a teddy or pillow on their tummy will help them to focus their breathing as their breath moves the teddy up and down.

Mindfulness meditation:



Meditation can help your child to relax and focus on something else. Try searching 'Peace Out Guided Relaxation' on YouTube.

Mindfulness activities:



Fill a jar with ideas of things you'd like to do together on the weekends or school holidays.

Mindfulness activities:



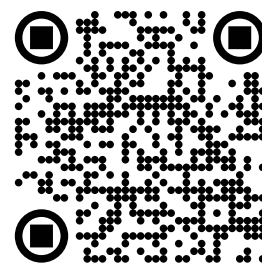
Create a memory box together.

Getting to School

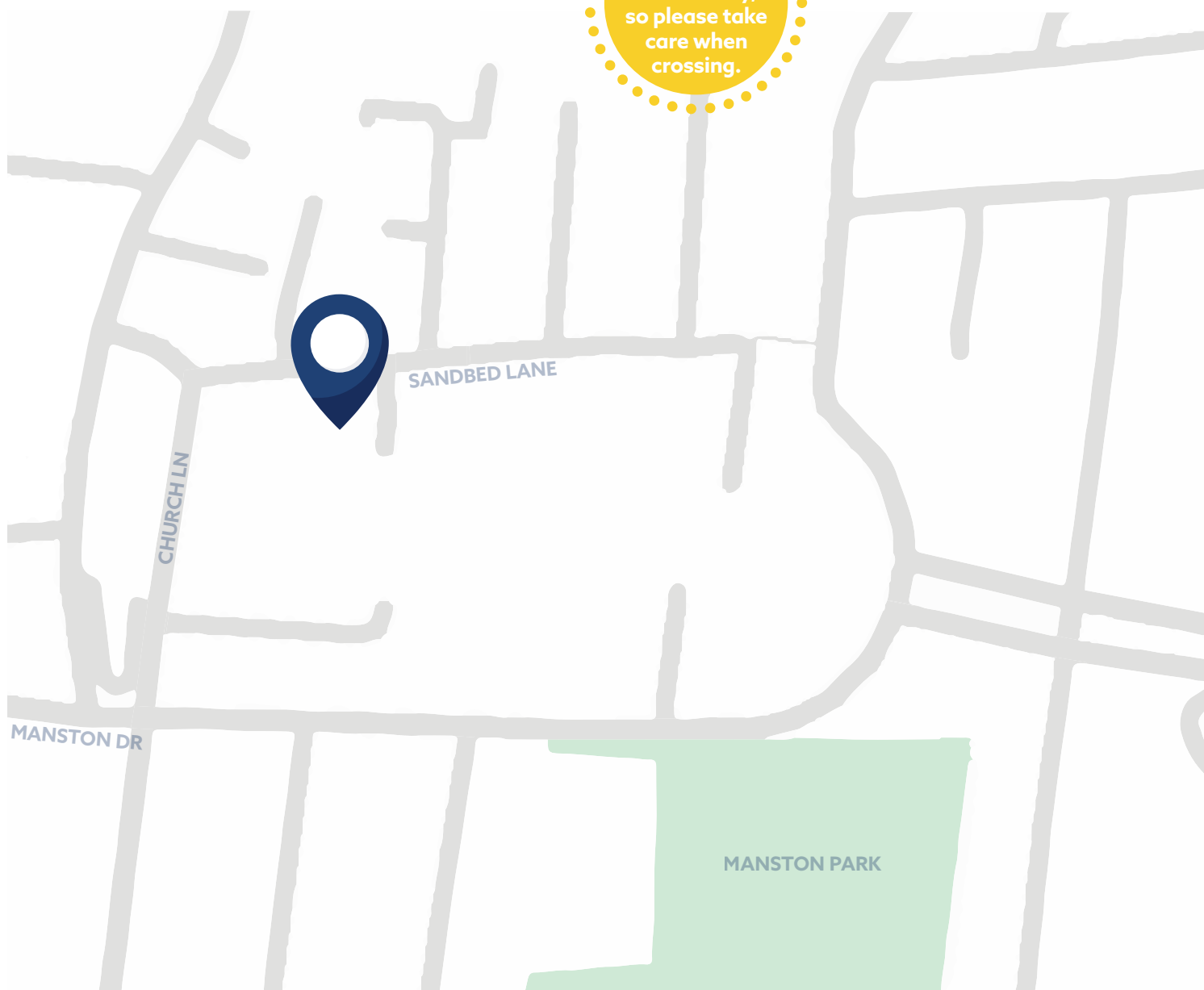
The school has clearly marked entrances from Sandbed Lane.

Each class has its own entrance, which can be found by following onsite signage. Staff will also be available to support families on entrance to the school site.

Our site is fully accessible. If you drive to the school, we politely ask that cars are parked legally and responsibly.



Google
Street View



Manston St James C of E Primary Academy, Sandbed Lane, Cross Gates LS15 8JH

Wraparound Childcare



Breakfast & After School

Our affordable breakfast and after school club provides childcare for our pupils from **Reception to Year 6**.

Childcare

Breakfast at Merlin's Club:

We offer childcare for our pupils from **7:30am to 9:00am**. Children who arrive before 8:40am will be provided a breakfast to fuel their day ahead.

After School at Merlin's Club:

We offer childcare from **3:15pm to 6:00pm**. Snacks are provided to keep the children happy and refreshed.



...and so much more!



Find out more!

To find out more about what's on, costs & how to book:
www.manstonstjames.co.uk/parents/merlins-club

Open term time only.

Rooted and Grounded in Love

Our Food

We know great food helps children learn and feel their best!

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Our in-school kitchen prepares **fresh and nutritious dishes every day**, offering a variety of satisfying meals.

Our menus are designed to give children **tasty, appealing and balanced lunches** that support a healthy lifestyle. **Innovate** provides a three-week rotating menu that offers plenty of choice. Each day children can select a hot main meal (meat or vegetarian), filled rolls, baked potatoes and fresh pasta along with sides, salad and homemade bread.

There is also a daily sweet treat or alternatives such as jelly, fruit or yoghurt.

By combining familiar favourites with new options and special theme days, **Innovate** creates an exciting menu that children enjoy.

At lunchtime water is available to drink and staff are on hand to help if needed.

FREE School Meals

All children will get FREE school meals in Reception, Year 1 and Year 2. They can choose from several exciting and nutritious meals each day.

Food Allergies and Intolerances

Innovate are committed to providing suitable meals for all children. Please ensure that your child's allergy or dietary requirements have been registered at the school office.

If you have any questions about menus or queries relating to your child's dietary requirements, please speak to the School Office.



Curious about what's on the plate?
www.manstonstjames.co.uk/parents/catering

Term Dates

We know booking holidays and/or planning childcare can present logistical challenges and wanted to share our Term Dates at this point.

School opens after Summer Holiday	Wednesday 2nd September 2026
Last day of school before Half Term	Thursday 22nd October 2026
School opens after Half Term	Monday 2nd November 2026
School closes for Christmas Holiday	Friday 18th December 2026
School opens after Christmas Holiday	Monday 4th January 2027
School closes for Half Term	Friday 12th February 2027
School opens after Half Term	Monday 22nd February 2027
Good Friday - School Closed	Friday 26th March 2027
Easter Monday - School Closed	Monday 29th March 2027
School closes for Easter Holiday	Thursday 25th March 2027
School opens after Easter Holiday	Monday 19th April 2027
School is closed for May Day Bank Holiday	Monday 3rd May 2027
Last day of school before Half Term	Friday 28th May 2027
School opens after Half Term	Monday 7th June 2027
Last Day of school before Summer Holiday	Tuesday 20th July 2027

Training Days

School closed to pupils

Tuesday 1st September 2026

Friday 23rd October 2026

Friday 29th January 2027

Wednesday 21st July 2027

Thursday 22nd July 2027



School Calendar

We know that life is busy, so we try to give as much notice as possible for school events. We will be sharing a calendar for the year in September. Look out for:

- Autumn Term parents' evening
- Autumn Term parents' workshops on phonics and maths
- Reception and KS1 Christmas Nativity
- Church services at St James Church
- Spring Term parents' evening
- Various school trips



Visit our website to view the **'Latest'** menu for Letters, Newsletters and school calendar.

 www.manstonstjames.co.uk



SEND at Our School

At Manston St James CofE Primary Academy all our staff are passionate about improving the educational and personal outcomes of every child, especially those who are vulnerable or have Special Educational Needs and Disabilities (SEND).

As part of our welcome process, you will be invited to complete forms where you can share important information about your child's needs. There will also be plenty of opportunities to speak with us directly and let us know anything that will help us support your child effectively.

We will liaise with your child's nursery or preschool to gather relevant information and support a smooth and positive transition into school, too.



To find out more, visit our website

SEND page

www.manstonstjames.co.uk/parents/send

Useful Contacts

We hope that the information in this guide has been helpful and reassuring. If you do have any further questions, please get in touch:

Chair of Governors:

Mr Sam Low

Deputy Headteacher:

Mrs E Caygill-Boothroyd

Assitant Headteachers:

Mrs C Cliffe and Mrs A Crabtree

Headteacher:

Mr Antoni Biedka

SENCO:

Mrs L Bennett



Our staff

Manston St James C of E Primary Academy

Sandbed Lane

Cross Gates

LS15 8JH



 www.manstonstjames.co.uk

 0113 859 2073



 www.facebook.com/MSJPrimary

 info@manstonstjames.co.uk



 @MSJPrimary

Our School Day & Term Dates



Our Uniform Uniform page



Our Wraparound Childcare Merlin's Club



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Based on Ephesians 3:17

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 facebook.com/msjprimary

 www.manstonstjames.co.uk

 [@msjprimary](https://www.instagram.com/msjprimary)

 0113 859 2073



Rooted and Grounded in Love



A member of

ABBEY MULTI
ACADEMY
TRUST