

St Mary's Catholic Primary School

Penzance, Cornwall.



School Prospectus

2020/21

Head Teacher: Mrs Demelza Bolton

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Welcome:

The staff and LGB wish you a very warm welcome to St Mary's Catholic School.

We are a fully inclusive school, offering a happy and secure environment for all our children, from the youngest in our Nursery through to the oldest in Year 6. We believe wholeheartedly in our mission statement of: 'Growing together in knowledge, faith and love'. As a Catholic School we strive to teach our children high morals through the teachings of the gospels and we enjoy strong links with our local church, The Immaculate Conception of our Lady.

We hope that this prospectus and our website gives you an insight into what our school has to offer, in terms of our aims, curriculum and additional activities. Please browse through the different areas and contact us if we can be of any help to you, particularly if you would like to visit the school.

With all good wishes,

Mrs Demelza Bolton
Head Teacher



Mission Statement

At St Mary's Catholic School our mission is to work together to create a school where we are:

Growing together in knowledge, faith and love

Our Vision

Faith is at the heartbeat of our school, as we walk with Jesus through life. St Mary's provides a safe, positive place to learn, where everyone is given the opportunity to become a life-long learner. We do this by nurturing pupils' individuality and creativity, guiding pupils' learning and challenging pupils to think independently. By showing respect, love and care to one another, without exception, everyone is valued in our school community.

Our Aims

- To nurture a life-long passion for learning
- To ensure everyone reaches his/her full potential
- To encourage enquiring minds and independent thinkers
- To give the opportunity to learn and grow in the knowledge and love of God
- To meet the needs of individual children
- To increase self-esteem
- To equip children for the ever-changing challenges of the 21st Century
- To provide stability and a safe place to learn
- To develop a sense of community and citizenship

This will be achieved by:

- Excellent teaching
- A full and creative curriculum that caters for different learning styles
- Support or challenge when it is needed
- A caring community
- An atmosphere where faith and teaching combine
- Stimulating indoor and outdoor learning environments
- Excellent communication at all levels
- Strong active links with the community

Everyone is expected to:

- Be responsible for his/her own behaviour
- Respect everyone in the school community
- Share our values
- Be kind

"We plant the seeds that one day will grow.

We water seeds already planted,

Knowing that they hold future promise.

We are prophets of a future not our own." (Archbishop Oscar Romero)

Local Governing Body (LGB):

St. Mary's is a Voluntary Aided Academy School with a Nursery unit, provided by the Roman Catholic Diocese of Plymouth and maintained by the Catholic and Anglican Schools Trust (CAST).

The Governors are:

- Ms Jen Lindley (Chair)
- Demelza Bolton (Headteacher)
- Sarah Luff (Deputy Head)
- Mr Shane Oliver
- Mrs Victoria Wiltshire
- Mrs Liz Phillips
- Mrs Tressa Paczek
- Ms Lesley King
- Ms Chris Higgins

Clerk to the Governors:

Mrs Carol Pipkin

Correspondence for members of the LGB may be submitted via the school office.

Our Staff:

Headteacher: Mrs D. Bolton (CoverSafeguarding Lead)

Deputy Head Teacher: Mrs S Luff (Designated Safeguarding Lead)

Classroom Organisation:

Nursery		Miss A Williams Mrs A Stuckey
Reception	Miss S Correnti	Miss M May Mrs K Durham
Year 1	Mrs D Sopp Mrs A Butler	Mrs C Ede
Year 2	Miss R Pascoe	Mrs T Peters Mrs C Ede
Year 3	Miss K Nicholls	Mrs Sue Orchard
Year 4	Miss Sarah Stott	Mrs Dominique Rendell
Year 5	Miss C Taylor	Miss Sonia Girling
Year 6	Mrs Sarah Keitch	Mrs Carmel Milroy

PPA Teachers:

PE (Years 3-6)	Mr D Tremaine
PPA Cover	Miss Sonia Gilring(HLTA) Mrs D Rendell

After School Care

We provide after school care from 3.15-6pm. The sessions are arranged as-

3.15 - 4.30 - £3.25

4.30 - 6pm - £3.75

3.15 – 6pm - £7.00

Please enquire at the office for more information regarding booking after school care.

In addition to after school care each term we offer a number of clubs after school.

Support Staff-

School Secretary	Mrs J Merriman
Administrative Assistant	Mrs J Kearey
Learning Mentor and Family Welfare Liaison Officer	Miss M May Miss Durham
Caretaker	Mr M Adams
Breakfast Club	Miss K Durham Mrs S Savage
Lunchtime Supervisory Assistants	Miss K Durham (Huff and Puff) Mrs C Ede Mrs S Savage Miss C Milroy Mrs K Bell Mrs K Pearson

School Admissions:

The school's Published Admissions Number is 30 pupils for each academic year. Pupils join Reception Class in the academic year in which they turn 5 years of age.

Admissions Criteria:

All admissions to the school are determined by the LGB. Application forms are available from the school office. Applications are considered in the following order of priority:

- **Criterion 1**
Children who are or who have previously been in public care.
- **Criterion 1B**
Children with a Statement of Special Educational Needs where St Mary's is the named school.
- **Criterion 2:**
Baptised Catholic children. A copy of the child's baptismal certificate will be required or a letter from the parish priest indicating the date set for the child's baptism. In this case, a copy of the baptismal certificate must be provided prior to admittance to school. In the event of an over-subscription within this criterion, the Admissions Committee will offer places within a set of sub categories. Baptised Catholic children:
 - 2.1 Who have a brother or sister at the school at the time of likely admission.
 - 2.2 Whose parents/guardians are resident in the parishes of Penzance, St Ives or Hayle.
 - 2.3 Whose parents are resident in other parishes at the time of likely admission.
- **Criterion 3:**
Children who have at least one parent or legal guardian baptised as a Catholic. A copy of the parent(s) baptismal certificate will be required as supportive evidence.
- **Criterion 4:**
Children who have a) a sibling at school at the time of likely admission or b) a sibling who attended St Mary's in the past.
- **Criterion 5:**
Children of other recognised Christian denominations. Priority will be given to those applications with a baptismal certificate or a letter from a religious minister indicating the date set for the child's baptism. In this case, a copy of the baptismal certificate must be provided prior to admittance to school.

- **Criterion 6:**
Applications made by parents of other world faith traditions. First priority will be given to any applications with a supportive letter from their relevant faith community leader.
- **Criterion 7:**
Applications made by non-denominational parents who wish their child to attend the school.

Appeals:

In the event of an applicant not being offered a place, the LGB will inform the parents in writing giving notice of their right to appeal. Appeals against the LGBs' decision should be made in writing to the Chairperson. An Appeals Committee organised by the Local Authority will arrange a hearing.

Entry to St. Mary's Catholic Nursery does not automatically entitle the child to a place in the primary school. A separate application form must be completed for admission into the Reception Class.

The Nursery:

We have a nursery on the school site which offers flexible wrap-around care from 8.45am to 3.30pm. Children can be accepted during the term of their third birthday for an hourly fee of £4.00 per hour. From the term after their third birthday they receive up to thirty free hours through Government funded support.

Parents have the option of increasing the number of hours in which their child attends the nursery by paying a fee for every hour above their thirty hours entitled funded support. Parents can choose morning or afternoon sessions or a combination of both. If children attend for a full day, they can choose to bring their own packed lunch or have a school dinner at a cost of £2.30 per meal. (Please note that a lunchtime session has a baseline fee of £4, regardless of whether a child is having a packed lunch or a school dinner.)

As a Catholic Nursery, our pupils are taught within a loving and caring community. The children follow a comprehensive Early Years curriculum called Development Matters where play and social interaction form the basis of learning.

Parents are encouraged to support the nursery, especially for day trips and visits. If you would like to volunteer to help, please see a member of staff in the nursery for DBS checks and other safeguarding information.

Entry to St. Mary's Catholic Nursery does not automatically entitle the child to a place in the primary school. A separate application form must be completed for admission into the Reception Class.

Pre-School Visits:

If parents are interested in visiting the school, they may do so by arranging an appointment via the school secretary. Parents will then be invited to be taken on a tour of the school and will be provided with information about the school procedures.

Annual intake meetings for the parents of both incoming Nursery and Reception children will be organised to offer advice and guidance.

School Uniform:

School uniform has obvious advantages for both parents and school. It provides an attractive and practical outfit for 5 days of the week and ensures that children are secure in the knowledge that there is no competition in quality, style or fashion of clothing. For the school, it unites children in a corporate identity, whilst encouraging pride in appearance and presentation.

All items of uniform can be purchased at the school office.

Please ensure that all garments are clearly labelled.

Nursery Uniform:

Boys	Girls
<ul style="list-style-type: none">● Gold polo shirt with school emblem● Bottle green jogging bottoms or grey trousers● Bottle green V neck jumper● Grey socks● Grey shorts (in summer, if desired)● Bottle green blazer (in summer, if desired)● PE kit: black plimsolls in a red drawstring bag	<ul style="list-style-type: none">● Gold polo shirt with school emblem● Bottle green skirt/jogging bottoms or tartan tunic● White/bottle green tights● Bottle green cardigan● Bottle green blazer (in summer, if desired)● PE kit: black plimsolls in a red drawstring bag
<ul style="list-style-type: none">● Bottle green coat and plain black/brown/navy shoes for winter.● Plain black/brown/navy/white sandals (closed toe/no sling backs) for summer if desired.	

Uniform for Reception-Year 6:

Boys	Girls
<p>Winter:</p> <ul style="list-style-type: none"> ● Bottle green V-neck jumper ● White cotton shirt ● Bottle green tie ● Grey trousers ● Grey socks ● Black shoes <p>Summer:</p> <ul style="list-style-type: none"> ● Bottle green V-neck jumper ● Green blazer with emblem (if desired) ● Gold polo shirt with emblem ● Grey trousers/shorts ● Grey socks ● Black shoes 	<p>Winter:</p> <ul style="list-style-type: none"> ● Bottle green cardigan ● White cotton shirt ● Bottle green tie ● Tartan or bottle green tunic or skirt/grey trousers ● White socks or bottle green/grey tights ● Black shoes <p>Summer:</p> <ul style="list-style-type: none"> ● Green blazer with emblem (if desired) ● Gold polo shirt with emblem ● Green cardigan ● Tartan/bottle green tunic or skirt ● White socks ● Black shoes
<ul style="list-style-type: none"> ● PE Kit: Gold T-shirt with school emblem, bottle green shorts and black plimsolls in a red draw-string bag. ● Yrs 3 - 6: Bottle green sweatshirt with school badge, black sweat pants (for winter if desired) ● Swimming Kit – Costume or swim shorts, swimming hat and towel. ● Footwear - Plain black/brown/navy/white sandals (closed toe/no sling backs) for summer if desired. ● Outdoor play/learning - Named wellington boots and a rain coat 	

PE Kits:

PE and swimming kits must be brought into school **every Monday morning**, regardless of the actual day of the PE lesson. By bringing in all sports kit on a Monday, it means that if a session is changed during the week, then no child is caught out without appropriate kit. Once the kit is used, it should be brought home to be washed and laundered ready for the next Monday.

Jewellery:

Children are not allowed to wear necklaces, rings, brooches or any such items of jewellery. One pair of **small stud earrings** may be worn, but the child or the parent must remove them at the beginning of the day for all sports sessions. Children should have their ears pierced at the beginning of the summer holidays to allow time for their ears to heal. It is unacceptable for a child to miss six weeks of sports activities during school time.

Parents must expect their child(ren) to be challenged if they are not in full uniform or do not have full sports kit.

Mobile Phones:

Children must not have mobile phones during school hours. We understand that if they walk to and from school alone they may need to have one, however, they must put mobile phones in the school office at the beginning of the school day and collect when school has finished.

School Procedures:

Daily Timetable:

	Nursery	Key Stage 1	Key Stage 2
Session 1	8.45-11.45	8.55-10.30	8.55-10.45
Break time		10.30-10.45	10.45-11.00
Session 2		10.45-11.45	11.00-12.00
Lunch time	11.45-12.30	12.00-1.00	12.00-1.00
Session 3	12.30-3.15	12.45-2.00	1.00-2.15
Break time		2.00-2.15	
Session 4		2.15-3.15	2.15-3.15

Breakfast Club:

Breakfast Club is open from 8.00am and runs until 8.55am. The club provides a variety of breakfasts as well as activities and games for children from the Nursery up to Year 6. There is no need to book, just turn up on the day, before 8.30am if breakfast is required. The daily cost (including breakfast) is £2.50 per child.

Start of the school day:

A member of staff unlocks the gate and is on duty in the Infant playground from 8.40am every morning. Children may walk into their classrooms from this time until the gate is locked again at 8.55am. For security, all gates and classroom doors are locked when the bell

rings at 8.55am. **Therefore, all late arrivals must enter the school building through the main entrance.**

Tuckshop:

Each morning the school have a tuck shop where the children can purchase healthy snacks to have at break or lunch time.

Mid-morning break:

The school is part of the Infant Fruit and Vegetable Scheme. Every Infant child receives a free piece of fruit daily. If a parent wishes to send in an alternative form of fruit, then this is acceptable. Only fruit is eaten at break-times. Junior children may bring in their own fruit for their morning break. Crisps, chocolate or sweets are not permitted.

End of the school day:

School finishes at 3.15pm. Please ensure you are available to collect your child on time. Infant children will be collected from outside their classrooms and junior children will be escorted to the junior playground. Any parent who expects to be late should inform the school office as soon as possible. **Please ensure that your child's teacher and your child are aware of any changes in their home time routine** (e.g. being collected by a different person).

Lunchtimes at St Mary's:

Children can choose to have a cooked meal or a packed lunch. All children in Reception, Year 1 and Year 2 are entitled to a free school dinner. The cost of a school dinner for Years 3 to 6 is £2.30. The payment for the week should be handed in by children to their class teachers on Mondays in an envelope marked with the child's name, class, amount enclosed and marked 'DINNER MONEY'. If a child is absent, credit is carried through to the following week.

Schools are not permitted to give credit or to allow outstanding dinner money to accrue.

Parents may pay for an entire term/ half term's dinner money in advance if they wish. If you think you may qualify for free school meals, an application form can be obtained from the school office. The menu is also available from the school office and runs on a three week rolling programme throughout each term.

Parking:

Keeping families safe is central to all that we do at St Mary's. Please ensure that you only park in the designated parking areas – do not park on the roundabout outside of the school as it makes it dangerous to pedestrians and inconveniences other drivers.

Accident/Illness:

Basic First Aid is administered in school for minor accidents. **It is VERY IMPORTANT that we have two emergency numbers for you to be contacted quickly, should the need arise.**

Always notify the school if you change your telephone number or if there is a change in family circumstances. You will be given an official Notification of Change of Details form to fill in.

Medication:

If a pupil is poorly enough to require regular doses of medicine during the school day, then it is very possible that this child is not well enough to be at school. Parent(s)/guardian(s) are welcome to come in during the day and administer the medicine to their own child. With all inhalers, your permission and written details of the child's name, class and dosage must be given to the school office. Inhalers should be taken home at the end of each term and be checked by parents to ensure they are fully operational.

Medical Matters:

In confirmation with the Cornwall and Isles of Scilly Health Authority, a Health Nurse has been allocated to this school to carry out routine health inspections. The school nurse is available by appointment, either in school or at Camborne Health Office (01209 318522) to meet with any parents who have a health enquiry.

Pupil Absence/Attendance:

In keeping with our attendance policy, parents are expected to comply with the following procedures:

- To ensure that pupils are on time at the start of each school day
- To realise that any pupil lateness after 9.30am (unless for a medical appointment) will be coded as an unauthorised absence
- To notify the school of all pupil absences on **each day**, preferably by telephone
- To complete a Pupil Notification of Absence sheet for all planned pupil absences
- To understand that not all pupil absences can be authorised
- To avoid any pupil absences, where possible, within the academic year
- To avoid any periods of pupil absence for holidays - these cannot be authorised
- To avoid any pupil absences during April and May when all our pupils are undertaking end of year tests (and programmes of revision)
- To work with the school where pupil attendance is a cause for concern

If your child is absent due to a medical or dental appointment, please inform the class teacher in writing in advance. If your child is absent for another reason e.g. family occasion,

extra-curricular activity not connected with the school, **parents are required to complete the “Request for Absence” form and submit it to the Headteacher in advance. This form is available from the school office.**

Failure to apply for pupil absence from school will result in that absence being considered unauthorised, which would impact negatively on your child’s absences and be queried by the Education Welfare Officer, which can result in parents receiving home visits or a fine.

Punctuality:

It is very important that children make a good start in the morning and we hope all children are in their classrooms before the bell rings, in order to be ready for morning sessions. It is the parents responsibility to ensure that their child(ren) are on time.

Pupils in nursery and reception are able to drop their children to the classroom doors, whilst children in years 1-6 should walk independently – they will then be welcomed by a member of staff.

All late arrivals must report to the school office through the main entrance. Names will be recorded as late. Parents are asked not to escort their child(ren) up to the classrooms. This can have a disruptive effect and result in the class teacher being distracted from his/her care of the rest of the class.

Attendance and punctuality are tracked by the Attendance Officer, the Head teacher and then by the Education Welfare Officer if there is cause for concern.

Valuables:

We are unable to accept responsibility for valuables. So we ask you not to allow such items to be brought to school. All games, toys, electronic items are banned. If children bring items for show and tell, then they should be safely stored in the classroom and not brought onto the play-ground. Forbidden items will be confiscated and returned to parents.

Religious Education:

At St. Mary’s Catholic Primary School we believe that our faith is at the heart of our school and is the foundation for all our success and achievements. We seek to promote the growth of the whole child as expressed in our Mission statement. ‘God Matters’ is the Religious Education programme used in Catholic primary schools which complements the gradual lifelong process of educating to and in faith. The children’s experiences are reflected upon in the light of Christianity as they explore different topics throughout the year.

Withdrawal from Religious Education and Worship:

RE forms part the National Curriculum. The basic curriculum relates to those aspects of education which are the responsibility of the parent and which the school supports i.e. RE, Collective Worship and Sex Education.

The National Curriculum relates to those aspects which are the responsibility of the school and which are supported by the parents. Parents have a right to withdraw their child(ren) in whole or in part from RE and/or worship by formally writing to the Head teacher.

To avoid any misunderstanding surrounding such a request, the Head teacher will need to meet with the parent to clarify the following points:

- The religious/worship issues that the parent objects their child being taught
- The school's RE syllabus or annual programme of worship
- The circumstances in which it is possible for the school to accommodate the parents' wishes
- The practical implications of the withdrawal

The school has a responsibility to supervise a pupil withdrawn from RE and/or worship. The time when the pupil is withdrawn is intended for the delivery of RE and not the National Curriculum and as such, the school cannot offer alternative subject instruction. The pupil can do work set by the parent to further educate their child in their own religious or world view. A supervisor will ensure work is completed but any assessment/marking must be done by the parent.

The Parish:

We have strong parish and community links and work closely with our parish priest. Our school church is The Immaculate Conception of our Lady, Penzance. We support a variety of local events such as the annual Parish Christmas Bazaar and the distribution of Harvest boxes.

The celebration of Holy Mass/and Assemblies:

Throughout the year, children will have the opportunity to celebrate Holy Mass at the beginning and end of term, for special feast days, with the whole school or joining the local community in the church. The Children's Masses are always joyous occasions and we are privileged to reserve the Blessed Sacrament in our school chapel.

The children attend daily acts of worship in classrooms and a Key Stage assembly once a week. Children join together for a whole school celebration assembly on Monday and a visitors assembly every Friday, where the children listen to visitors from a range of backgrounds: such as CAFOD, Children's University, Fairtrade etc.. Once a year, each class celebrates its achievements during a special class assembly.



Phonics is taught through an interactive programme called 'Phonics Bug' which links with our online reading scheme Active Learn. The children also have access to 'real' books that they take home daily and a well equipped library.

As a school we follow White Rose for our maths teaching and ensure that the children are taught in depth maths mastery.

Swimming

We are extremely fortunate to be the only school in Penzance that has its own indoor heated swimming pool. The children are provided with weekly swimming lessons throughout the year and we do ask for a parental contribution to cover costs. No child will be excluded through an inability to contribute but as a school, we rely on parental contributions to keep the pool sustainable.

Personal, Social and Health Education and Citizenship Framework:

Stemming from our vision of what it means to be human, we seek to educate the whole person spiritually, intellectually, morally, emotionally, psychologically and physically towards Christian maturity. We seek to provide an environment where pupils are informed about relationships within the context of the Catholic faith.

Our PSHE and Citizenship provision within the school is underpinned by two key principles:

- The dignity and worth of each person who is made in the image and likeness of God
- The importance of individuals coming together in mutual support and regard, to live and work for the good of humankind and the glory of God

Our PSHE and Citizenship provision is made up of a wide range of areas of learning including Substance Education, Road Safety, Fire Safety and Sex Education. Many are covered in our visitors assembly on a Friday. All work aims to develop a deeper understanding of loving, caring human relationships, the intrinsic value of the family and Catholic teaching. The school plays only a complementary role to that of the parents, who, as the first and most important educators of the child, take primary responsibility in this area. Parents have the

right to withdraw their child(ren) from Sex Education. The withdrawal procedures are the same as outlined for withdrawal from RE.

PSHE and Citizenship enables children to become healthy, independent and responsible members of society.

We encourage our pupils to play a positive role in contributing to the life of the school and the wider community. In so doing we help develop their sense of self-worth. We teach them how society is organised and governed. We ensure that they experience the process of democracy in school through the School Council and School Parliament. We teach them about rights and responsibilities. They learn to appreciate what it means to be a positive and proactive member of a diverse multicultural society, working together towards that fullness of life, which comes from God.

We have successfully attained the Cornwall Healthy Schools Award. We are wholly committed to the physical and emotional well-being of all our pupils. We believe that by actively investing in our staff and pupils' health, we are supporting the process of raised levels of pupil attainment and improving standards. We work hard to create a physical and social environment that is conducive to learning and development.

As part of our Healthy Schools provision, we provide the following services:

- Ready access by pupils to drinking water (through school water bottles)
- Lunchtime activity and exercise
- Milk for children in the nursery and reception
- Playground Leaders (pupils who encourage children to be active at lunchtime)
- Infant Fruit and Vegetable Scheme
- School Council
- Healthy tuck shop
- A mile a day
- Magic breakfast
- Termly mental health newsletter

Multicultural Education:

As part of the school's PSHE and Citizenship Framework our pupils will be taught:

- To reflect on spiritual, moral, social and cultural issues, using imagination to understand other people's experiences
- To appreciate a range of national, regional, religious and ethnic identities
- To think about the lives of people with different values and customs
- To understand that differences and similarities between people arise from a number of factors, including cultural, ethnic, racial and religious diversity, gender and disability
- We introduce children to the background and beliefs of people of other faiths so that prejudice and misunderstanding can be overcome from an early age.

Individual Needs:

St. Mary's Catholic Primary School operates an equal opportunities policy for all, regardless of intellectual ability or emotional, social or physical impairment. It accepts the definition of Special Educational Needs as set out in the Code of Practice.

A child has special educational needs if he or she has a learning difficulty, which calls for special educational provision to be made for him or her.

A child must not be regarded as having a learning difficulty solely because the language of the home is different from the language in which he or she will be taught.

The LGB and school staff will do their best to ensure that the necessary provision is made for any pupil who has an individual need. We will ensure that, where the Head teacher has been informed by the Local Authority that a pupil has Special Educational Needs, those needs will be made known to all who are likely to teach him or her. We will strive to work with parents to ensure that those needs are met.

The staff and LGB in the school are aware of the importance of identifying and providing for those pupils who have Special Educational Needs, in partnership with parents. The interventions for each child will be reviewed regularly to assess their impact and to decide how staff and parents may further support their learning.

Equal Opportunities:

Equal Opportunities is the responsibility of the whole school community. It is reflected through-out the organisation of the school and is addressed in both the taught and the hidden curriculum. All staff, governors, parents/guardians and pupils are involved in developing, implementing and monitoring the equal opportunities policy and practice.

St Mary's Catholic Primary School accepts and welcomes each pupil as a unique individual created by God and equal to all others. All staff, governors, parents/guardians and pupils regardless of race, ethnicity, faith, disability, gender, age, sexual orientation and/or socio-economic back-ground, are welcome and encouraged to participate in the life of the school.

The school recognises its responsibilities under the Race Relations Act, Sex Discrimination Act and Disability Discrimination Act to eliminate discrimination and to promote good race relations.

Behaviour:

Children are expected to behave in a civilised way and staff work hard to ensure that high standards of discipline are maintained. The school follows the gospel values of humility, compassion, kindness, justice, forgiveness, integrity, peace and courage. Through this they have a virtue of the week that they strive to achieve.

We also have our 6 golden rules that the children are expected to follow:

- We listen to each other and speak politely
- We are kind and helpful
- We care for each other
- We do our best and let others learn
- We are honest
- We care for school property

All children are expected to take into account mutual respect, consideration to others, good manners, acceptable speech and gradual achievement of self-discipline governed by common sense. Good discipline is based on positive praise and encouragement.

Our positive Behaviour Policy clearly outlines our rewards and sanctions; this can be found on the school website.

As a caring community, we do not tolerate bullying or racism of any kind. We will act swiftly and thoroughly when aware of any such incidents that should occur. Our Behaviour Policy and Single Equality Policy clearly outline the school's practice and procedures.

Pastoral Support:

We are very conscious of our duty of care for your child(ren) and make every effort to provide the degree of care and supervision any responsible parent/guardian would be expected to make. We strive constantly to remain aware of and respond to your child's academic, emotional, social and behavioural needs. We rely on your whole hearted support and open communication to help us create a happy, civilised and harmonious environment.

Pastoral care is ensured through the whole school community. Each teacher is responsible for the class for most of the programme of work and in consequence, a close relationship can develop between adult and child whereby teachers can monitor and respond to a variety of individual needs. Support staff play a very important role in interacting with pupils and can liaise effectively with teachers if they have any concerns.

The school also employ a Family Welfare Liaison Officer who provide support to families and children e.g. attendance, counselling and social skills.

The ultimate responsibility for pastoral care lies with the Head Teacher and the Assistant Head. Should any parent/guardian have any concerns regarding their child's welfare or any aspect of school life, the Head Teacher or Assistant Head should be informed without delay.

Child Protection:

Within our mission statement the physical and emotional welfare of the child is clearly promoted and is central to all that we do at St Mary's. The health, safety and well-being of our pupils are of paramount importance to us.

Our pupils have a fundamental right to be protected from harm or abuse. Children cannot develop and learn effectively unless they feel safe and secure. We monitor and track any incidents that give us cause for concern. In cases where child abuse is suspected, we will implement the necessary Child Protection procedures to protect those individual(s), whilst respecting the rights and feelings of parents, staff, governors and other parties who may be involved in the ensuing proceedings and consultation. A copy of the school's Safeguarding Policy can be found on the School's website.

Any concerns that a parent, carer or member of staff has should be reported to the School's Designated Safeguarding Lead (Mrs J Barnard – Assistant Head) or the Cover Designated Safeguarding Lead (Mrs D Bolton – Headteacher) or Mrs Liz Phillips (Family Liaison Worker).

A copy of the School's "Keeping Children Safe" leaflet can be obtained from the main reception or on the website.

Data Protection and Photographs in School

The school complies with GDPR with all DFE guidance on good practice in managing pupil data and on taking photographs and videos in school.

On admission to school, parents are asked to read, sign and return the Parental Authorisation sheet at the back of the School Admissions Pack. There is a comments section there to allow parents to specify if they do not wish their child(ren) to be photographed.

Additional Activities

Extra-curricular activities

Extra-curricular activities help to develop co-operation, tolerance and good relationships. Where possible the school is represented at local and county sporting events. The school offers a wide range of extra-curricular activities depending on the availability of staff and what time of the year it is.

Traditionally there are football, tag rugby, athletics, swimming, rounders, dance, drama, sewing and art and craft. Most clubs take place after school, however a few may take place during lunch time. At the start of each term an invitation will go out to children inviting them to join the clubs on offer.

The school has peripatetic music teachers that can give tuition for a range of instruments. If your child is in Year 1 or above and is keen to receive musical tuition, please write a letter to the school requesting for them to be placed on the waiting list.

Community links

Our school is part of a wider community. Children take part in various inter-school activities, both in the sporting and cultural spheres. Such events include the Mazey Day Parade, the lantern parade, St Piran's Celebration and a number of different sporting fixtures. The school works to maintain and improve relationships with the parish and local community through a series of planned collaborative events: e.g. the Christmas bazaar, the summer fayre, singing at local residential homes and various curriculum open days.

Educational Visits/Charging Policy

Every year, the school organises a range of educational activities, workshops and trips for the benefit of particular classes or the entire school. These events are a planned part of each child's ongoing education and development. Some activities will take place at external venues. Others will be organised within school but experts will be invited to lead the session. We look to parents to support us fully in the successful realisation of these events.

In most cases parents will be asked to make a contribution to cover the costs of trips and/or outings. No child will be excluded through an inability to contribute. However, in the event of under subscription, the activity may be cancelled.

Members of staff organise residential camps during the summer term for all Key Stage 2 year groups. Parents will be asked to pay to cover the cost of board, lodgings and related activities.

Parental Involvement

Reporting to Parents

St. Mary's Catholic Primary School operates an open door policy. Parents are always welcome to approach teachers about any worries or concerns. Naturally, teachers may not always be available to speak to parents right away, but a mutually convenient appointment will be arranged. It is the policy of the school to recommend that parents discuss class issues relating to their child with the class teacher first before making an appointment with the Head teacher. Not only as a matter of courtesy, but because the class teacher is the best point of reference for all class based matters.

St. Mary's recognises the importance and value of parental involvement. Parents are actively encouraged and expected to participate in their child's learning. All parents receive a termly report outlining their child's attainment and progress for each academic term. This is followed by a termly parent to allow parents time to meet individually with the Class teachers. Parents are strongly urged to attend these meetings, as the teachers are always very keen to discuss and celebrate pupil's progress.

Security

The care and safety of your children is of paramount importance to the school. We expect all visitors, including parents, to report to the school office. **Visitors are not allowed to disrupt lessons by visiting the classrooms during the school day.** All messages or items should be delivered to the office staff who will ensure that messages or items are passed on to the relevant child or teacher.

The cooperation of all visitors is crucial in this area of security. All visitors to the school must follow the Mobile Phone Policy which is displayed at the reception and everyone will be expected to wear an identity lanyard.

Parental Helpers

St Mary's is very keen to welcome parent helpers into the school. Parents have so many skills and talents to offer and we will always match helpers to the most suitable task, activity or class. We are always looking for parent volunteers to help with reading, class activities, trips and much more. Our parent helpers are much loved and valued by the children and become a valuable part of our school family. Anyone wishing to become a parental helper will need to apply for the position and will be required to have a full DBS check. Full details can be found in the Volunteers Policy.

Complaints Procedures

Any concerns parents may have about the school curriculum and related matters will be considered and, as far as possible, dealt with through informal discussion with the Head teacher and/or class teachers in the first instance.

Cases, which cannot be resolved informally, will be deemed formal complaints to be pursued through the LGB. If you wish for your complaint to be considered by the LGB, you should tell the Head teacher, who will give you a copy of the School Complaints Procedure which outlines the agreed procedure.