



St. Mary's Catholic Primary School

School Prospectus

2011 - 2012

St. Mary's Catholic Primary School

St. Mary's Catholic School Mission Statement

St. Mary's Catholic Primary School is a caring Catholic community where every child is equal. We aim to nurture each child's uniqueness in the Spirit of God, helping them to achieve their full potential in a safe and happy environment

Our community lives by these shared values;

- *Love*
- *Respect for themselves and one another*
- *Trust and patience*
- *Forgiveness*
- *Acceptance and understanding of difference*
- *Fairness and friendship*
- *Recognition and celebration of all achievement and effort*
- *Perseverance and self control*
- *Dignity and self worth*

At St. Mary's young people can grow and develop a sense of wonder about themselves and the world in which they live, so that they leave us confident, fulfilled and excited to embrace their future.

ST MARY'S CATHOLIC PRIMARY SCHOOL

Contact Details

Name of School	St Mary's Catholic Primary School
Address	Herringthorpe Valley Road Rotherham S65 2NU WEB: www.stmarysherringthorpe.co.uk
Telephone	TEL: 01709 361502 FAX: 01709 360506
Head Teacher	Mrs. H. McLaughlin
Deputy Head Teacher	Mrs K. Thomas
Chair of Governors	Mr. T. Gillatt
Type of School	St Mary's is a co-educational Voluntary Aided Catholic Primary School.
Local Authority	Rotherham LA Education Office, Norfolk House, Walker Place, Rotherham.
Times of School day	
Start of day	9.00am
Morning break	10.30 – 10.45am
Infant lunch	12.00 – 1.15pm
Junior Lunch	12.15 – 1.15pm
Afternoon break	2.15 – 2.30pm
End of day	3.30pm

Safeguarding

St. Mary's Catholic Primary School recognises the responsibility placed upon its staff to deal with actual and suspected child abuse in a positive and effective way. Staff will endeavour to recognise and deal with concerns as quickly as possible and in accordance with the procedures outlined in this policy, which is intended to provide guidance and protection for children, parents and school staff.

The school has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the local authority and Working Together to Safeguard Children, Appendix 5 and 'Safeguarding Children and Safer Recruitment in Education' Chapter 5.

This school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children. We, at St Mary's Catholic Primary School, have a responsibility for the care, welfare and safety of the children in our charge. We seek to protect them by;

- Helping them to acquire the confidence and skills they need to keep themselves safe.
- Our staff and volunteers are subject to appropriate background checks.
- Parents are asked for their permission to use photographs for the purpose of school displays, newsletters and the local press.
- Parents are asked to keep the school informed (in confidence) about any changes in family structure, to protect the child and continue to meet their needs.

Parental Partnership

Parents visiting school

Parents are welcome to visit the school at any time. If however a parent wishes to discuss a matter at length with the head teacher or class teacher it may be desirable to make an appointment.

Procedures for starting

The head teacher will be happy to make arrangements for prospective parents to be shown around the school. Application forms are contained in the LA Admissions Booklet distributed to all parents in the August/September of the year prior to their child commencing full time education i.e. Foundation Stage 2.

There is a phased induction for children during the first half term, gradually building up the time they spend in school. This ensures that all children are happily settled in the school routines by the end of the first half term.

Admission of one child, does not guarantee admission of further siblings. Admissions is by published criteria.

The School Curriculum

The National Curriculum forms the basis of the curriculum at St Mary's School.

The subjects are; RE

English, Mathematics, Science

Information Technology

Design Technology, History, Geography, Music, Art,
Physical Education, PSHE & Citizenship, Modern Foreign
Languages

Schools must also provide daily collective worship.

At St Mary's we believe it is important to provide children with a broad, well balanced and purposeful curriculum. We are proud of the attainment of our pupils as evidenced by their achievement in national Curriculum SATs. The delivery of a broad and well balanced curriculum however remains a prime concern of the school.

The Curriculum

The curriculum is the vehicle by which our children learn about themselves, the world in which they live and grow in deeper relationship with God Our Father; it extends from the timetable into extra curricular activities.

Teaching must make learning purposeful and relevant to pupils and their families. At St. Mary's we aim to deliver a skills based and creative curriculum, which uses the local environment and first hand experience and makes strong cross curricular links between different subjects. Children are encouraged to be independent learners who take ownership of their learning and take risks with their learning.

Links with outside providers and community groups allow the children to have access to a broad and balanced curriculum as well as enabling them to meet with as many different people as possible and widening their experiences and expectations of what they might aspire one day to be.

Religious Education

St Mary's is a Catholic school and all religious teachings, rites and ceremonies are those of the Catholic Church. Religious Education is an important part of the curriculum but more significantly it is part of school life.

Our Faith is not just something to be taught but must be experienced by everyone in the love, support and esteem they receive in school.

Religious Education takes place each day either in the classroom or within the general context of the school e.g. assembly, hymn singing, school mass.

Whole school assemblies are held twice weekly. On Fridays the children attend Mass in St Mary's Church. This may either be the whole school, or just Key Stage 2. In each case the children take it in turn to prepare the readings and assist in the service. Infant assembly takes place for children not attending mass on a particular week. Infants also celebrate an Infant liturgy once a term. Parents and the community in the parish are invited to all these celebrations. Our Parish Priest is frequently in school and this informal contact helps to establish happy and friendly relations.

Children are prepared for the Sacraments of Reconciliation and First Holy Communion in Year 3 in a parish based programme.

Withdrawal

If parents wish their child to be withdrawn from religious worship instruction arrangements will be made for this. Such an instance however has never occurred and would be difficult to affect completely since religious education is an integral part of school life.

School Organisation

We have seven classes in school with children grouped according to their year group.

Inclusion arrangements for pupils

The school has an established working policy for the identification and support of children with Special Education Needs. This has been updated to accommodate the revised requirements of the new Code of Practice.

Children who are underachieving or are of exceptional ability are usually identified in the first instance by their class teacher. The head teacher and Special Needs Co-ordinator are then informed, the child is registered on the SEN or G&T register and a closer monitoring of the pupil's progress will normally follow.

Where a special need is identified, support is provided in a variety of ways including:

- provision of a specific Individual Programme of Study:
- support from the Special Needs Co-ordinator:
- input from outside agencies including classroom support from the LA Learning Support Service (LSS):
- temporary support through the LSI Program:
- additional support as may be provided as a result of statementing procedures.

It is also possible, because the timetable is not rigid, to utilise particular teacher skills with children throughout the school or with children who demonstrate particular individual talents.

Sex Education

The school has an established programme for the teaching of Sex Education at St Mary's School. The programme is based on the recommendations made by The Conference of Catholic Bishops of England and Wales, which places emphasis on moral teaching and education in the development of loving relationships.

We believe that the provision of Sex Education is a shared responsibility with parents and should be centred upon the Gospel values on which the school is based.

Parents are consulted prior to the consideration of any issues, which are felt to be of a sensitive nature.

Music

Foundation and Key Stage 1 children have a weekly music lesson as part of the school timetable. At Key Stage 2 music is planned for on a termly basis.

Children are encouraged to play a musical instrument and at present we have a number of instruments played in school including recorder, violin, cello and brass. A termly charge is made to all children receiving tuition from Rotherham Peripatetic Service. After school music clubs are also run during the year.

In all cases the importance of practice is emphasised and where instruments are in short supply they are usually made available to children showing the most sustained interest

Physical Education

Physical Education we believe has a rightfully important place in the curriculum at St Mary's. Accordingly classes follow a varied scheme of work in accordance with the National Curriculum requirements. This includes arrangement for games, gymnastic activity, dance, athletics, outdoor activities, and swimming.

Arrangements are made for the Year 4 children to go swimming each week. Much importance is placed on this and it is very unusual for children to leave St Mary's without being able to swim.

Sporting clubs take place after school throughout the year and are open to children from Y1 onwards. These include football, matball, high fives, golf, boxing, netball, cricket and athletics. Where children are involved in these activities parents are asked to collect their children promptly at 4.30p.m. unless otherwise advised.

General Information

Pastoral Care

All children are the concern of each and every member of staff and are seen as unique individuals. Particular problems that are of concern are passed on from individual staff to the head teacher who may then take appropriate action.

A child who becomes ill in school will be cared for and parents contacted to make arrangements to have them collected. Parents are asked to give up to date contact information so they can be contacted in such circumstances or in emergency. We also ask that parents, in confidence, notify the school of any problems which may have an effect on their child in school.

School Visits and Journeys

Education is not confined to the classroom and therefore visits to places of interest are arranged by class teachers in order to provide experience and stimulus to the children's work. An "Educational Visits Policy" outlining the safety procedures taken by the school when arranging visits is available in school. Parents/carers are asked to sign a general consent form for all local visits for the forthcoming academic year.

Charging for Activities

It is not the school policy to charge for visits or activities held in school. Parents, however, are asked for a voluntary contribution to help defray such costs.

Healthy School

St. Mary's is a Healthy School and encourages children to eat healthily, drink water regularly and take as much exercise as possible.

Attendance

The school is committed to maximising the achievement of all pupils. There is a clear link between good attendance and educational achievement.

Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.

Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels. A broad and balanced education is dependant on regular attendance at school. School will take appropriate action to promote and encourage good attendance.

Discipline

We at St. Mary's believe it is part our school ethos to promote in children a clear sense of right and wrong, and an understanding of the value of good behaviour and the reason for discipline. Our aims are:

- To have high expectations of the behaviour of all of members of the school community.
- To develop and maintain good relationships between all members of our school community.
- To create an atmosphere where all feel secure, welcome and valued.

Children should:

- Learn what good behaviour means
- Learn to care for one another
- Learn self-control and self-discipline.

Staff should:

- Model good behaviour
- Be consistent in their approach
- Demonstrate self control and self discipline.

Parents should:

- Have high expectations of their child's behaviour in school.
- Support their child adhering to school's behaviour and discipline policy.
- Support school's implementation of this policy.

Most instances of misbehaviour can be dealt with by the class teacher who will normally deal with the situation by talking to the child. On occasions when a child is persistently naughty, or is involved in a more serious breach of discipline, the head teacher or deputy is informed. The situation is then dealt with by them and on occasions a formal note may be made of the incident. In cases giving reason for concern it may be necessary for parents to be asked to visit the school to discuss the problem with the head teacher.

Bullying

Bullying is anti-social behaviour and affects everyone. At St. Mary's we do not tolerate bullying as it is directly counter to the teaching of Jesus and impedes the emotional, intellectual and spiritual development of our pupils. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

physical (hitting, kicking, theft)

verbal (name calling, racist remarks)

indirect (spreading rumours, excluding someone from social groups)

We have two nominated members of staff who are responsible for anti bullying in the school to whom children or parents can report incidents of bullying who will log the problem and be able to identify if there are any underlying trends apparent. We also have a nominated governor for anti bullying to demonstrate how seriously as a community we take the issue.

We teach children to recognise not just when they are being bullied but when they are bullying someone else. We also teach children ways of counteracting bullying. The school council is asked to report to the governing body at least once a year.

The following steps may be taken when dealing with incidents:

1. Warning from teacher or member of staff with responsibility for bullying and incident logged
2. Circle time in class
3. Teacher talks with victim and bully
4. Referral to the head
5. Parents informed

Open Evenings

Formal Open evenings are held in the Autumn and Spring terms when parents are invited to come to school to see their child's work.

More generally, parents are often in school and should feel free to make an appointment with the head or class teacher at any time if they have a problem or wish to discuss their child's progress.

Homework

Current government recommendations concerning homework are as follows:

Key Stage One (Infants)	- 1 hour per week
Year 3 and Year 4	- 1.5 hours per week
Year 5 and Year 6	- 30 minutes per day

At St Mary's we believe homework is an important opportunity to extend children's education and to involve parents in their children's learning.

We are also aware that many children take part in a variety of out of school clubs and activities e.g. Music, swimming, brownies, cubs and football.

All of these activities are to be encouraged.

Specific details concerning homework expectations are outlined in termly information sheets for each year group.

School Uniform

Sweatshirts, cardigans and polo shirts bearing the school logo may be ordered from school. A form is available from the office. School uniform may also be purchased from

The agreed uniform is as follows:

Boys grey trousers, navy blue sweatshirt, blue polo shirt, black shoes/trainers

Girls grey skirt/trousers, navy blue sweatshirt/blue cardigan, blue polo shirt, black shoes/trainers

A school coat is also available.

PE Kit white T shirt, blue shorts

Transfer to Secondary School

The majority of children transfer to St Bernard's Secondary at the end of Year 6. Our close proximity to St Bernard's has meant that we have been able to establish excellent relations with the school. Transfer is made easier by the children's familiarity with the school, and by regular visits to St Mary's by members of St Bernard's Staff.

Admission to St. Mary's Catholic Primary School does not guarantee admission to St. Bernard's Catholic High School.

Parking

In the interest of the children's safety parents are requested not to park near the school entrances. Problems do arise where cars are parked on the yellow lines or on the footpaths. Parents are requested to use the church car park at the top end of school and the Tabard pub car park.

One of the school gates to the car park is closed at 8.50 and 3.20 to stop cars entering the school ground at the beginning and end of each school day. It is reopened at 9.10 and 3.40.

Expensive Items/Toys/Jewellery

Children should not bring expensive items or toys to school. Time is often wasted if articles are lost. It is also very easy for items to be broken.

The wearing of jewellery is also discouraged. Rings, bracelets, earrings and necklaces are all potential causes of injury in a playground. As valuables they also tend to take up time should they be lost or broken.

Pierced earrings are discouraged and the wearing of looped earrings is not permitted. If it is essential that a pierced earring be worn please wear a "stud" form which is less likely to be torn or give injury to other children.

Children are not permitted to take part in P.E. while wearing earrings including studs. We suggest that these are taken out at home on P.E. days.

Medicines

Children are not allowed to have medicines in school, nor are teachers authorised to administer them.

If it is essential that a child receives medicine parents should consider whether or not their child should be attending school. If this is the case they should either make arrangements to come to school to administer the medicine or fill in the school medication form giving dosage and time to be administered.

Availability of documents

Department for Education schedules, circulars and other curriculum documents are available in school and can be seen by parents if requested.

Procedures for complaints

It is our sincere wish that by working together we can help our children to be happy and to reach their full potential.

As a shared role it is important that parents are happy with their child's education. If you have any concerns please let us know. All concerns will be taken seriously.

Normally concerns can be dealt with by the class teacher. Please feel able to approach them and to discuss any issues with them.

Appointments may also be made with the head teacher at any time. This may also be a point of referral if you do not feel that an issue has been dealt with satisfactorily.

Ultimately, all parents have the right to take matters to the Governing Body. This should be done in writing and addressed to the Chair of Governors c/o the school.

If you have any queries concerning complaints procedures please ask. It is only through being made aware of issues that we can help to resolve them!

Local arrangements for the consideration of complaints about the curriculum and related matters

The Authority has an established Code of Practice for the consideration of complaints about the curriculum or related matters. Information on this can be obtained either from the Head Teacher or from the Department of Education, telephone Rotherham 382121, extension 2511.

School Attendance

Absence from School

If children are off school for any reason school must be informed as soon as possible. School will contact parents if a child is absent without explanation. Absences which occur without explanation are required to be recorded as "unauthorised absences" as distinct from "authorised absences".

Attendance figures at St Mary's for the school year 2008/09 were as follows:

	<i>Attendance %</i>	<i>Authorised absence%</i>	<i>Unauthorised absence%</i>
<i>September</i>	<i>97.5</i>	<i>2.5</i>	<i>0</i>
<i>October</i>	<i>95.6</i>	<i>4.3</i>	<i>0.1</i>
<i>November</i>	<i>95.3</i>	<i>4.7</i>	<i>0</i>
<i>December</i>	<i>92.7</i>	<i>7.2</i>	<i>0.1</i>
<i>January</i>	<i>95.7</i>	<i>4.4</i>	<i>0.6</i>
<i>February</i>	<i>90.9</i>	<i>8.7</i>	<i>0.6</i>
<i>March</i>	<i>95</i>	<i>4.5</i>	<i>0.1</i>
<i>April</i>	<i>94.7</i>	<i>5.8</i>	<i>0.1</i>
<i>May</i>	<i>95.2</i>	<i>5.3</i>	<i>0.6</i>
<i>June</i>	<i>94.8</i>	<i>5.2</i>	<i>0.6</i>
<i>July</i>	<i>94.3</i>	<i>5.7</i>	<i>0.6</i>

Children should not be sent to school if they are ill. Children are not allowed to leave school during the day unless a note is sent or, preferably, a parent comes to collect them.

In cases where a child will be away on holiday the Authority issues "holiday forms" which are available in school and should be completed by parents.

School meals/Packed lunch/Dinner Money

School meals are delivered to school each day. The current price for a school meal is £1.80 per day/£9 per week. Alternatively, children bring their own packed lunches. Where children bring drinks we ask that they do not bring cans or glass bottles. Dinner money should be sent to school on Monday so that it can be banked. It should be sealed in an envelope with the child's name and the amount marked clearly on it.

Free Meals/Local Authority Grants

If you think your child is entitled to free school meals please ask for a form at school. Anything to do with free school meals is confidential.

Parents may also be eligible for clothing or other allowances. Leaflets and forms are available in school about this.

Rotherham Healthy Schools

St Mary's is a Healthy School. One aim of this is to encourage healthy eating habits in our children. Children are discouraged from eating sweets in school.

The infant children are given a free piece of fruit or vegetable each day at morning break. Milk is also available to the Foundation children. Parents with children who have allergies or specific eating requirements are asked to keep the school informed about this.

School Maintenance Fund

St Mary's by title is a "Voluntary Aided School." This means that the school has a financial responsibility for the construction and maintenance of the building. While a large part of this expense is grant "aided," this nonetheless places a noticeable financial burden on the school and parish.

Since September 1995, in conjunction with other Catholic schools in the Rotherham Deanery, St Mary's School has therefore operated a School Maintenance Fund in order to assist with these costs.

From September 1998, under the direction of Bishop John, the schools of the Diocese have also set up a Diocesan Maintenance Fund to assist one another in paying for large building projects over £10,000.

We have been asked by Bishop John to contribute each year a sum of £6.00 per child to this Central Diocesan Maintenance Fund.

In order to meet this commitment, and continue the successful work of our own Maintenance Fund, it is necessary to ask, from each family, a voluntary donation of £24.00 each year. This is a figure which has also been agreed on by other schools in the Rotherham Deanery.

We ask that this be paid on a termly (£8.00), or lump sum (£24.00) basis.

Cheques should be made payable to "St Mary's School Maintenance Fund"

The governors would like to express their gratitude to parents for the very generous support which our own Maintenance Fund receives and the additional support which is being given to support education in the diocese.

List of Staff

TEACHING STAFF

Mrs H McLaughlin	Headteacher
Mrs K Thomas	Deputy Headteacher and Year 4 teacher
Miss R Parkes	Year 6
Mrs P Shaw	Year 5
Miss M Fenoughty	Year 3
Mrs M Allen	Year 2
Miss J Jenkinson	Year 1
Mrs E Dickman	Foundation

SUPPORT STAFF

Mrs D Kay	Secretary
Mrs P Pearson	Clerical Assistant
Mrs L Coupland	Teaching Support
Mrs J Smith	Teaching Support
Mrs L Dodson	Teaching Support
Mrs J Montero	Teaching Support
Mrs V Horan	Teaching Support
Mrs P Halpin	Teaching Support
Mrs J Brailsford	Teaching Support
Mrs C Gould	Teaching Support
Mrs C Keeling	Teaching Support
Mrs J Barker	Teaching Support
Mrs J Baeza	Teaching Support
Mr D Gwynn	ICT Technician
Mr M Haywood	Caretaker
Mrs S Burns	Cleaner
Mrs S. Wood	Cleaner

KITCHEN STAFF

Mrs A Horton
Mrs King

DINNER SUPERVISORS

Mrs S Burns	Mrs C Farrell
Mrs A Wainwright	Mrs J Barker
Mrs J Brailsford	Mrs J O'Hanrahan
Mrs. S. Wood	Mrs T Bolton

GOVERNORS

<i>Chair of Governors</i>	Mr. T. Gillatt
<i>Vice Chair</i>	Mrs M Drown
<i>Head Teacher</i>	Mrs H McLaughlin
<i>Foundation Governors</i>	Fr. Des Sexton Mrs A Ryalls Mrs M Drown Mrs A Bermingham Mrs S Kent Mrs C Davies
<i>Parent Governors</i>	Mr. D Diskin Mr. C. Foster
<i>Staff Governors</i>	Mrs K Thomas Mrs J Montero Mrs L. Coupland
<i>L.A Governors</i>	Mr A Veal
<i>Clerk To Governors</i>	Mrs K Simmons
<i>Associate Governor</i>	Mrs I Willis

The information in this booklet relates to the school year 2011/12 and was correct at the time of printing.