



PROSPECTUS

2013 / 2014

WELCOME TO ST.MARY'S RC PRIMARY SCHOOL

Belgrave Street
Radcliffe
Manchester
M26 4DG

Telephone No. 0161 723 4210

Fax No. 0161 724 6017

E-mail: stmarysradcliffe@bury.gov.uk

www.stmarys-radcliffe.org.uk

GOVERNORS OF THE SCHOOL

Chair of Governors - Mrs Iris Turner

Vice Chair - Mr Bernard Tonge

Headteacher - Mr David Paul Heaton

Foundation Governors

Rev Fr James Manock

Mr Andy Ferguson - Foundation Governor

Mr A Cummings - LEA

Mr Colin Huxter - Parent governor

Mr Steve Thiele - Parent Governor

Miss Katie Kelly- Teacher Governor

Mrs Janine Broadfoot- Non teaching staff governor

Mr Richard Nuttall—Ex Officio

What are Governors?

Governors are like a Board of Directors and make decisions about how the school is run. They meet at least once a term.

Governors are appointed to help:-
decide what is taught.
set standards of behaviour.
interview and select staff.
decide how the school budget is spent.

School Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually.

School Governors are:-
parents
teachers and non-teaching staff at school
Local council representatives
Foundation Governors (Community Representatives)

Staff at St. Mary's RC Primary School

Headteacher: - Mr. Paul Heaton

Head of School: - Mrs. Barbara Eccles MA, NPQH; Pastoral Care including Every Child Matters Agenda, Discipline, Attendance, Extended Schools, Safeguarding Officer & Parental Support, Designated LAC Teacher.

Acting Deputy Headteacher: - Mrs. Rebecca Gerrard; Foundation Stage & KS1 Co-ordinator & Co-ordinator with responsibility for School/Parish links & Support Staff

Assistant Headteacher: - Mrs. Allison Garrity; Curriculum & CPD Co-ordinator.

Senior Manager: - Mrs. Margaret Waring; Assessment & Analysis, Pupil Tracking, Interventions Manager

Class teachers		From September 2013, Support staff will be timetabled to support Literacy, Numeracy & Phonics in the morning and work with SEN Support groups & children below Age Related Expectation during the afternoon.	
Y6	Miss Katie Kelly Mrs Karen Wallace	KS2	Mrs Jackie Ivers Mrs Michelle Dent Mrs June Hamblett, PT Mrs Karen Haslam Mrs Nattalie Dale Mrs Sandra Dunn Mrs Gemma Moynihan Miss Cassie Elms (Temporary) Mrs Kay Hutchinson (Temporary) Miss Stephanie Wallace (SSA)
	Mrs Sally Denney		
Y5	Mr Carlo Balsamo		
	Mr Chris Jacques		
Y4	Mrs Sarah Brown		
	Mr Martin Hoban		
Y3	Miss Amy Armstead		
	Mrs Allison Garrity		
Y2	Mrs Lorna Clare		
	Mrs Joanne Openshaw		
Y1	Mrs Emma Moncado		
	Mrs Karen Garton		
FS2	Miss Lisa Hardman	FS Unit	Mrs Paula Banks, PT Mrs Claire Bogdany, Mrs Susan Boyle, PT Mrs Louise Eckersley, Mrs Jackie Serene, PT Mrs Louise Mitchell, Mrs Gill McCormick, PT Miss Emma Staley Mrs Cath Schofield, PT Miss Helen Waring (SSA)
	Miss Helen Pycroft		
FS1	Mrs Rosemary Woodland		
HLTA staff	Mrs Angela Nelson, working in KS2 Mrs Christine Travis, working in both KS1 & 2 Mrs Melanie Duff, working in KS1 & Lower KS2		

RCE/ Prospectus/2013/2014

School Secretary	Mrs Janine Broadfoot		
Secretarial Support	Mrs Sharon Rawsthorne		
	Mrs Julie Fletcher P/T		
	Mrs Elaine Preston (Voluntary)		
Caretaker	Mr Tim Jones		
Cleaning staff	Ms Debra French	Mrs Elsie Skirrow	Mrs Norma O'Brien
	* KS2		
School Cook	Mrs Karen Bailey		
Kitchen staff	Mrs Alice Yadufashije	Mrs Julie Birtwistle	Mrs Caroline Sajewicz
	Mrs Kath Karagoz		
Lunchtime welfare	Mrs Tina Morrison	Mrs Anne Pridgeon	Mrs Aileen Gomez
	Mrs Eileen Pilkington	Mrs Cath Adjarnian	Mrs Sam Roberts
	Mrs Moira Cusack	Mrs Janet Jarvis	Ms Anita Kershaw
	Mrs Santana Akello	Mrs Sandra Boyle	Miss Rachel Dutton

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2013, the Governing Body has set its planned admissions number at 60.

Admissions to the school - will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available. If a child has a Statement of Special Educational Needs and this school is named on the Statement, a place must be offered.

1. Baptised Roman Catholic children in public care.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3. Other Baptised Roman Catholic children who are resident in the parish of St Mary's.
4. Other Baptised Roman Catholic children resident in another parish.
5. Other children (Non-Roman Catholic) who are in public care.
6. Other children with exceptional needs.
7. Other children (Non-Roman Catholic children) who have siblings in the school.
8. Other children (Non-Roman Catholic) who are resident in the Parish of St Mary's.
9. Other children.

NOTES:

- (a) All applicants will be considered at the same time and after the closing date for admissions.
- (b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- (c) Parents/applicants should check carefully whether they are resident within the parish boundary of St Mary's. A map illustrating the boundary is available at the school.
- (d) It is the duty of the Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30 children.
- (e) If in any category there are more applications than places available priority will be given on the basis of proximity and this will be determined by a straight line distance, as provided by the Local Authority.
- (f) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- (g) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing, in writing, and the decision of the Appeals Panel is binding on the Governors.
- (h) Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give any child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.
- (i) Late applications will be considered according to the date received in school. If two or more are received on the same date the normal priority criteria will be applied.

- (j) In cases of shared parenting, the home address will be taken as the address of the parent to whom Child Benefit is paid.
- (k) For the purpose of this policy the Governing Body will define 'Sibling Link' as a brother and sister or step-brother and sister residing at the same address as well as foster children and children of partners living in the same house. The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.
- (l) The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy
- (m) If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places, except where this would breach infant class size legislation.

Where the school should become overcrowded by the exercise of this policy, then ease of access and proximity to the school shall be used to determine which pupils are admitted. Proximity should be defined as the shortest walking route.

Nursery Intake:-

The criteria for admission to the school equally applies to the Nursery. However, whereby exercise of this means that the number of places allocated falls below 60 part-time places (30 full - time equivalent), then full time places may be offered using chosen criteria.

Parents of Pupils who have not been allocated a place at the school, have recourse to the appeals procedure.

Appeals should be addressed to:-

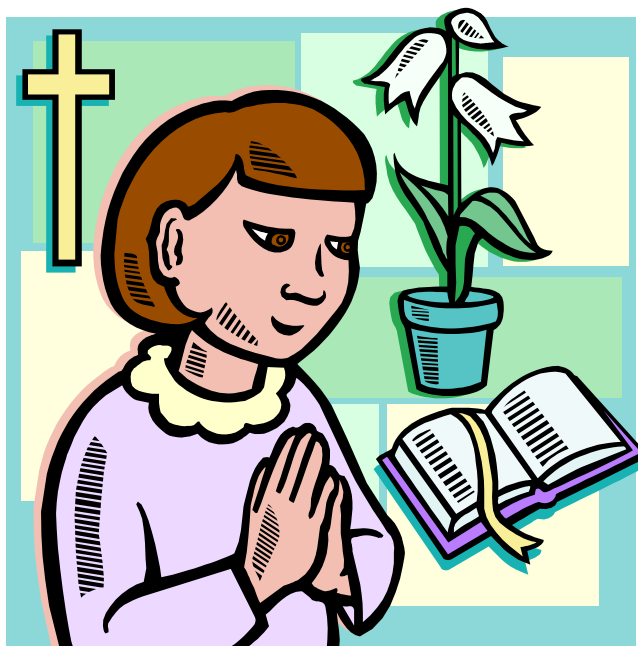
The Secretary
 Appeals Panel
 Roman Catholic School
 Education Department
 Athenaeum House

Parents considering registering their children may visit the school at any time by prior arrangement with the Head teacher. Before the beginning of the school year, a meeting for parents of those children who are already registered will be held and school routines and practices explained to them.

Baptismal details will be required in order to be admitted to the school.

As this is a Roman Catholic Voluntary Aided School, it is conducted in accordance with the rites, practices and observances of the Roman Catholic Faith and it is expected that children admitted to the school will take a full and active part in the religious life of the school.

Parents who wish to withdraw their children from religious instruction and worship, must make arrangements with the School's Governing Body before the child is admitted.



The Governing Body's main purpose for the school is outlined in the following Mission Statement:-

School Mission Statement

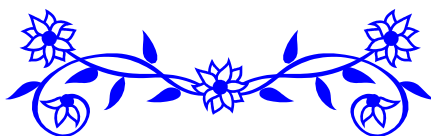
As a Roman Catholic community, we follow Jesus Christ, sharing our faith, and growing in love.

We will nurture our children in an atmosphere of peace and reconciliation encouraging the values of love, care and respect within all our relationships.

We will provide a differentiated curriculum for all, fostering individual potential and celebrating achievements.

We will provide a safe, enjoyable environment in which we prepare our children for life.

We will strive to develop a sense of stewardship towards the world that God created, and an awareness of global need.



Our Mission Statement — children's version

As the Roman Catholic family of St Mary's, we will follow Jesus' example, showing our love for each other.

We will try to make our school a place of peace and forgiveness. We will respect others and always treat others as we ourselves would want to be treated.

We will always do our best, at work and play, and celebrate everybody's achievements.

We will try hard to keep our school a safe and happy place to learn.

We will look after the world that God made for us and care for those who need our help.



In order to fulfil these aims, we provide a broad and balanced curriculum and a happy and stimulating environment in which children can develop fully at their own pace.

Within this framework we aim to:-

1. encourage children to imitate Christ in all aspects of their lives
2. give due attention to prayer and worship and to seek opportunities for good experiences where the children can grow in the development of their faith
3. help pupils develop lively, enquiring minds and the ability to apply themselves to tasks, so that they may acquire appropriate knowledge, understanding and transferable skills which will enable them to make a valuable contribution to the world in which they live.
4. recognise the individuality of all children by providing equality of opportunity, regardless of colour, nationality, disability, race, gender or special needs.
5. encourage real effort and excellence in everything they do
6. promote initiative and self-confidence
7. foster habits of responsibility and self-discipline
8. foster a respect for other people's feelings, possessions and points of view
9. make children aware of and foster tolerance and sensitivity to other people's faiths, cultures, race and ways of life, so that they can live peacefully together in a caring, tolerant and multi-ethnic society
10. increase children's awareness of the many beauties of life and help them to value and enjoy them, but at the same time to notice the cruelties and deprivation that exists and to care enough to try to help alleviate them
11. develop friendly, co-operative and mutual respect and understanding between parents and school, working as partners in the educational process
12. create, develop and maintain links with the parish and general community and to develop in the children a sense of involvement and responsibility towards the church and local community

Curriculum

Catholic values and beliefs are lived and expressed within school in all areas of teaching and learning. The curriculum is everything that is on offer from the school, both inside and outside of the classroom from which your child learns.

In addition to teaching the Faith, the children are taught in accordance with the Early Learning Goals (Early Years) and the statutory requirements of the National Curriculum.

The Foundation Stage—Early Years (Nursery/ FS1 and Reception/ FS2)

It is our task to provide experiences which support, stimulate and structure a child's learning and to bring about a progression of understanding appropriate to the child's needs and abilities.

There are seven areas of learning and development that must shape educational programmes in early years settings.

These are explained more fully in the Foundation Stage handbook, which is available from the school office.

Key Stage 1 and Key Stage 2

The National Curriculum requires that the core subjects of English, Mathematics and Science, the other foundation subjects of Technology, History, Geography, Music, Art and Physical Education, and the compulsory subject of Religious Education, be included in the curriculum of all pupils.

N.B. The government have recently published a new curriculum and school will address the changes throughout the coming months.



Each subject will have:-

- a. Attainment Targets—the knowledge, skills and understanding which pupils of different abilities and maturities are expected to have by the end of each key stage.
- B. Programmes of Study—the matters, skills and processes which are required to be taught
- c. Statutory Assessments—pupils undertake assessments at the end of Foundation Stage (FS2), Key Stage 1 (Yr2) during the Summer Term and at the end of Key Stage 2 (Yr6) in May of each year. Also during the Summer Term, Yr3, 4 and 5 undertake non-statutory assessment tasks. These tests are carried out to ascertain what pupils have achieved in relation to the attainment targets for that stage. School staff have been undertaking training as the educational system changed yet again, this time to a less formal system of assessment known as APP. We wait to see what changes in assessment will be introduced by our new government.

There are also additional 'in-house' tests twice yearly, for all children from Yr2 upwards.

Teachers monitor and assess pupils achievements throughout the year using both formal and informal methods.

Parents of all year groups receive a full written report at the end of the academic year indicating their child's progress including where appropriate, the levels of attainment as determined by the assessment tasks.



Teaching Organisation

Foundation Stage Unit

We currently have a Nursery, now known as Foundation Stage 1 with a class teacher, Mrs Woodland. FS1 is a 60 part time place establishment and can accommodate 30 children in the morning and 30 in the afternoon. We reserve the right to admit a child into full time provision should school believe there to be a case of extreme need. In order to offer equality of provision, both sessions are of equal length. 8.50a.m. until 11.50 a.m. and 12.10p.m. until 3.10p.m.

Also in the Foundation Stage Unit, we have two Reception classes. Reception is now known as Foundation Stage 2. The FS Co-ordinator is Mrs R Gerrard, with the classes being taught by Miss Lisa Hardman and Miss Helen Pycroft. The unit has the added bonus of ten support staff.

Key Stage 1, Coordinator—Mrs R Gerrard

Yr1G - Mrs K Garton

Yr1M - Mrs E Moncado

Yr2C - Mrs L Clare

Yr2O - Mrs J Openshaw

Key Stage 2

Yr3A - Miss A. Armstead

Yr3G - Mrs A Garrity

Yr4B - Mrs S Brown

Yr4H - Mr M Hoban

Yr5B - Mr C Balsamo

Yr5J - Mr C Jacques

Yr6D - Mrs S. Denney, KS2 co-ordinator

Yr6K - Miss K Kelly

Whilst classes are not streamed according to ability, it is the practice of the school to organise children in ability groups within classes for certain activities in order to meet their differing needs. The children are grouped together in ability levels for Mathematics.

Religious Education

Religious Education is provided within the timetables according to a syllabus authorised by the Bishop. Whilst the school uses the Salford Diocese RE Vision syllabus as a basis for instruction, we believe that R.E permeates the whole curriculum and every area of school life. The sacraments are seen as crucial to the child's spiritual development and confirmation of children, Reconciliation and Eucharist at Y3 are the major celebrations of the school year. Home, School and Parish work closely together to support the children in the Journey of Faith. We also teach the children about World Faiths as part of our Religious Curriculum.

Equal Opportunities

The promotion of equal opportunities is the concern of all those involved with the school and includes gender provision, academic provision for the more able as well as those who have special needs.

Multi-Cultural Education

As a Catholic school we promote the development of caring attitudes to people of all communities. It is not a subject in itself, but permeates all our curriculum provision.

Special Needs

The SEN Coordinator is Mrs E Moncado. This Provision is made as far as possible within the school for all children with special needs. Both the less and more able child are on a daily basis the responsibility of their own class teacher, however, on occasions they may be withdrawn from class for additional help. The Special Needs Co-ordinator does, however, advise and monitor the appropriateness of the individualised programme of work that is provided by the teacher for such children. To do this, the school works in accordance with the Code of Practice as recommended by the DFE. This involves different support stages- School Action, School Action + and Statement. This helps us to identify problems and match provision to the child's needs. Occasionally some children may need the help of outside support agencies and these stages are used to facilitate this. Stages are decided through use of strict criteria.

Disabled Children

Whilst we strive to accommodate children with varying degrees of disability, we are unable to admit some children whose disablement is substantial as we are not yet a barrier free school. Where physical difficulties do exist, curriculum and other provision is modified in order to ensure that no child is disadvantaged in any way.

Music

Whilst instrumental tuition still takes place at St. Mary's, this is no longer provided free by the Local Authority. Further information regarding arrangements for the loan of instruments and the costs involved are available from the office and the Music Service. Guitar lessons are provided for Yr3 children. Guitars are available on loan from school .

Sporting Aims

Every child is given an opportunity to develop skills to the best of their ability in Physical Education and to become aware of the importance of fair play and good sportsmanship. We provide many opportunities for our children both through curriculum provision and via a wide range of extra curricular activities such as football, five-a-side, cricket, netball, rounders, gymnastics, athletics and swimming.



Out of school Activities - In addition to the school participating in all the sporting activities outlined above, there is also a range of Extra-curricular Clubs which take place both before and after school, and during lunchtimes.

Last year these included Art, Football, Gymnastics, Music, Dance, Choir, Film Club and Fitness Clubs.



In addition, educational visits are a feature of school life from the earliest days. Y6 and Y5 also have the opportunity to go on a residential visit. During this academic year, our Y4 will be offered the opportunity to camp in the school grounds.

Sex and Relationships Education

The education of children in sexual matters is primarily the right and duty of parents. The school does, however, have a complementary role to play. Our scheme of work, 'The Way, The Truth & the Life', has a Christian based approach to personal relationships and is our main resource for education in this area. In addition the curriculum content of R.E. and particularly that of Personal and Social Education provide other opportunities for children's questions to be answered in a manner appropriate to the child's age and stage of development. Correct vocabulary for all parts of the body is given and human reproduction is explained as part of a loving, caring, human relationship. Children will be encouraged to refer to their parents for further information and should it be thought necessary by the Head teacher, parents may be contacted. Parents have the right to withdraw their children from these sessions.

The school nurse attends school in order to offer our Yr6 pupils a talk on Puberty.



Homework

Children are encouraged to undertake extensions of school work at home.

In Key Stage 1, children are encouraged to read at home and parents are expected to actively support this. They also bring home weekly phonic activities. In addition, Yr2 children will be expected to undertake additional Literacy and Numeracy homework.

In Key Stage2, continued support with your child's reading is expected in addition to other homework which is given on a regular basis. Parents are asked to supervise and help their children with these set assignments.

Three times per year, the children complete a topic homework which offers them a choice of Activities that they can complete. This style of homework allows all types of learner to achieve.

Pastoral Care

The Head teacher and all staff are concerned with the happiness and well-being of all children and are ever conscious of our responsibilities towards them. Mrs Eccles has the role of leading Pastoral Care throughout the school and is available between the hours of 8 a.m. to 6 p.m. although meetings and visits can be arranged outside of these hours if necessary. Home visits, intake meetings and contact with parents before children enter school, visits to school and then through Parents Evenings and by our general 'open door' policy which promotes contact with parents, we demonstrate our desire for sharing the welfare and responsibility of each child.

If you have any problems or concerns about your child of a medical or of a personal nature, please let school know.

Help is also available from the Health Visitor, Therapists and the School Psychological Service. The first point of contact for involvement of these agencies in the first instance would be through Mrs Eccles.

The School Nurse also attends school regularly for a monthly drop-in and throughout the year to conduct Medicals, Hearing, Eyesight tests and may if the necessity arises pay a home visit.

Child Protection Procedures for Schools—Safeguarding Officer, Mrs Eccles

The responsibilities for schools in the area of child protection are laid down in the Children's Act of 1989. Through their day to day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

Parents should be aware therefore, that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or abuse, staff have no alternative but to follow Bury's Area Child Protection Committee's Procedures and inform the Social Services of their concern.

Behaviour

Within our Mission Statement we aim to provide a loving, caring atmosphere enabling each child to develop academically, spiritually, socially and morally. As our children feel safe, secure and happy, they will have maximum opportunity to learn. We believe that the working partnership between home, school and the parish community is essential in enabling our children to recognise the respect for all its people and our environment.

We have a Behaviour Management Policy. We praise good behaviour and reward pupils both individually and collectively. It also teaches pupils to choose responsible behaviour and in so doing, raise their self-esteem and increase their academic success.

Parents of FS2 children and any new admissions will be given a copy of the Home-School Agreement, which they will be expected to sign and return to school including any comments they wish to make.

The rules and discipline procedure of St. Mary's have been established for the protection of pupils. We expect the children to respect these rules and the people carrying them out. The staff require the support of the parents in promoting acceptable behaviour.

There are school wide rules and class rules. The consequences vary from verbal warnings, names on board, ticks after names, missing part of the playtime or placement on a behaviour chart for monitoring.

Persistent or serious violations will result in disciplinary action and may result in suspension for a fixed number of days, or permanent exclusion.

School and home need to work together so the children in our care benefit in a positive way from their time spent at St. Mary's.

A House System operates in Key Stage 2 providing a points system for merits and demerits.

For Health & Safety reasons, children are **not** allowed to wear earrings, bracelets or rings, but a watch is permitted. Ears should be pierced at the start of the long holiday so that they can be removed in time for September school. All earrings must be covered with plasters to protect them.



Sweets and chocolate may only be brought into school if you wish to share your child's birthday celebration with his or her class mates.

Mobile phones, MP3's, iPods etc are not allowed in school. Children who bring these items into school should have a valid reason why and the item should be left in the school office for safe keeping. Please send in a letter to explain why your child needs their phone in school with them. School will not accept responsibility for any items lost because it has not been handed in at the office.



Transfer of Children to High School

St Monica's RC High School, Prestwich and St Gabriel's RC High School, Bury are the schools to which the vast majority of our pupils transfer at the age of 11 (yr6).

General Information

School Uniform

The wearing of school uniform is compulsory.

Charcoal Grey tailored trousers/ skirt/pinafore

White Shirt not blouse

White, grey or black socks

(These items are available from any stockist)

Navy blue sweatshirt or cardigan with school logo

(These items are available from P.T's in Radcliffe)

Navy blue school tie with school logo

Jewellery is not allowed apart from a watch. **NO Earrings are allowed on Health & Safety grounds, this includes own clothes days.**

Sensible black shoes (**not trainers**) must be worn. Safe footwear must be worn at all times. No flip flops or shoes with heels should be worn, even on own clothes days.

Optional Summer Uniform:-

Girls - blue check dress

Boys - grey tailored shorts

Outdoor coats are not specified by the school and remain parental choice

P.E. Kit

White polo shirt

Navy blue shorts

Black pumps (not trainers)

These items should be placed in a drawstring bag and kept in school. The kit should be kept on your child's coat peg and only taken home to be washed during school holidays. P.E. is a legal requirement of the National Curriculum, a note will be required if your child is unfit to participate in these lessons.

Please mark ALL items of clothing with your child's name!

Transport to & Collection from school

Please note:- No jewellery, nail polish, make-up or fake tan is allowed.

The school reserves the right to decide what is considered to be suitable in terms of uniform

- including haircuts and colours. Shaved heads and gelled hair styles are not allowed. A no.2 cut is the shortest acceptable cut, unnatural and/or extreme hair colours are not allowed. Pupils who fail to comply with the school's dress code will be sent home. (This matches policy at St Monica's RC High School.)

Arrangements for getting your child to and from school is the sole responsibility of the parents. **Children will not be allowed to go home with older siblings who are under 16 years of age.**

<u>School Times</u>	<u>Foundation Stage 1</u>	8.50a.m. until 11.50 a.m. and 12.10p.m. until 3.10p.m.
	<u>Foundation Stage 2</u>	8.50a.m. until 11.40a.m. And 12.50p.m. until 3.10p.m.
<u>Key Stage 1</u>	8.55a.m. to 12 noon	<u>Key Stage 2</u> 8.55a.m. to 12.10a.m.
	1.10 p.m. to 3.15 p.m.	1.10 p.m.to 3.15 p.m.

The total weekly teaching time which the children receive, excluding registration time, collective worship, playtimes or lunchtimes, is:-

Key Stage 1 - 21½ hours and Key Stage 2 - 23½ hours

In inclement weather, children may go directly to their classrooms at 8.50 a.m., where their class teacher will be present to care for them. Similarly, during lunch and mid-day breaks children remain indoors if the weather is considered unsuitable.

Arrival at School

Children should not arrive more than five minutes before the start of each session as we cannot accept responsibility before this time.

We have a 'Breakfast Club' and 'After School Club'. The breakfast club opens at 7.30a.m. and provides care until the start of the school day. After School Club provides care from the end of the school day until 6.00p.m. The clubs are very well used and are often over subscribed, therefore, places must be arranged through Mrs Angela Nelson, the Club Co-ordinator. Further information can be obtained if required. Please ring 07986 799365 or in case of an emergency, the general school number may be used. At present, both clubs are full and have a waiting list.

Absence/Lateness & Holidays in term-time

Regular and punctual attendance is expected. On the first day of absence, please inform school, by telephone, of the reason for your child's non-attendance and provide a letter on your child's return, otherwise it will be classified as an unauthorised absence. If you are late bringing your child to school, please ensure that you sign them in at the office.

Holidays in Term Time Amendments to the 2006 pupil registration regulations does not allow Head Teachers to grant leave for a pupil to be absent for the purpose of a family holiday.

Exceptional circumstances may be considered but evidence of such circumstances must be provided.

The percentage absence for the school year 2012-2013 was 4.33%.

Leaving School

If your child has an appointment for the doctor, dentist etc., prior notice must be given to the class teacher or Mrs Eccles, preferably by letter. He/she should be collected by a parent or responsible person, authorised by the parent and they should sign the child out of school.

Change of Address

Please inform school of any changes to address, phone numbers or emergency contact in writing. This is important information. Sometimes we have been unable to contact parents because of out dated information sheets, this can lead to distress for your child. Please make sure that we are kept informed. We also need up to date information in order to ensure that our texting service to parents can be used efficiently.

School Meals

Dinner money must be paid weekly on the first day of the school week and should be placed in an envelope clearly marked with your child's name. Cheques should be made payable to Bury MBC. If you wish your child to change to a packed lunch, at least one week's notice in writing must be given. Advice on whether you qualify for free school meals is available from Pupil Services Section, Education Department, Athenaeum House, Bury. The cost of school meals from September will be £9.50 per week. Payments can also now be made electronically, just ask for information at the main school office.

Lost or Damaged Reading Books

Unfortunately, copies lost or damaged have to be paid for at a standard rate of £3.50 per book, regardless of the original cost (which is usually considerably more!).

Medicines

If your child is asthmatic then there are no restrictions on their medication in school. KS2 children can carry it on their person, but if it is an FSU/KS1 child, we ask that you give the inhaler to your child's class teacher who will make sure that it is freely available when needed. Unfortunately, other medication such as antibiotics etc., will not be administered by the school unless the child is recovering from a short term illness and the dosage required is **four times a day**. If this is the case all requests have to be made to Mrs Eccles NOT the class teacher. There is no legal requirement for staff to administer any medicines. Full instructions as to the dosage of all medicines along with a parental request form must be completed by the parent and handed in to Mrs Eccles or to the main office. This includes instructions for inhalers.

Bags

Due to the limited space available on coat hooks across the school, only small bags or plastic carrier bags must be used by the children to transport items into school. However, on the days when the children have swimming, football or other activity, other more suitable bags may be used.

Packed lunches

From a safety point of view NO glass bottles or breakable flasks should be brought into school for drinks. Chocolate biscuits, such as Kit Kat or Penguin, are permissible, but not sweets, other chocolate products or peanuts please. Several of our children have severe nut allergies and we do not wish to put these children at risk.

School Fund

Many parents like to contribute £1 weekly per family or make a single donation of £5 or more per half-term which helps to provide for the extras such as baking ingredients etc.

Charity Collections

Our children are encouraged to be thoughtful and generous by supporting our three main charities each year:-

Autumn—Missionary Children

Spring—St Joseph's Penny

Summer—one other national or local charity i.e. Francis House, NSPCC etc

We also fund-raise at our concerts throughout the year.

Parents, Teachers & Children

We value open contact with parents and believe that good communications and relationships between parents and teachers are essential for the full development of children. We provide three formal Parents' Evenings/ Drop-In sessions during the year, when parents can meet with teachers to discuss their child's progress. In addition, parents are free to contact Mrs Eccles, who is in charge of Pastoral Care, if you have any concerns regarding your child's welfare. Parents can also, on an informal basis, see their child's teacher after school by prior arrangement, should they wish to do so.

Parents are also invited to come into school to help or work with the children if they have the time to do so. An invitation is extended to attend the Key Stage celebration assemblies. These will be held every other week on Monday at 9.00 for KS2 and Wednesday at 9.00 for KS1.

Charging Charges for breakages, loss or damage to school equipment will be made at the discretion of the Governing Body.

Friends of St Mary's

Parents of children at the school are automatically members of the Friends of St Mary's and their presence is always welcomed at the regular meetings and social events which are organised throughout the year.



Full information regarding all aspects of school life, including documents which relate directly to the Education Reform Act 1988, which parents are entitled to read, are available for inspection in school, by prior appointment with the Head teacher. Where appropriate, and subject to copyright laws, copies of these documents can be made available to parents; a charge will be made to cover the costs.

These documents are as follows:-

1. The L.A's Curriculum Policy Statement
2. The Governing Body's Curriculum Aims and Objectives
3. The statutory instruments, orders and any relevant memoranda relating to the National Curriculum etc
4. Any HMI report referring expressly to school
5. The schemes of work currently in use in school
6. A copy of the Trust Deed which governs the provision of RE including the syllabus used
7. Policy for charging for the school activities which occur in school time
8. Arrangements for consideration of complaints

Basic information regarding the operation of (7 & 8) is outlined below:-

7. The Governing Body of St Mary's RC Primary School recognises the valuable contribution that a wide range of additional activities including clubs, trips out and residential experiences can make towards the pupil's personal and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The circumstances in which the Governing Body reserve the right to make a charge for these activities complies with the DFEE Circular No2/89. A copy of the full policy is available in school to all parents on request.

Nothing in the policy precludes the Governing Body from asking parents to make a voluntary contribution towards the cost of such activities. On the matter of remissions the LEA Policy has been adopted by the Governing Body with the exception that the Governors or nominated person/s reserve the right to cancel any activity, where the voluntary contributions are not equal to the cost of that activity.

8. Under Section 23 of the Education Reform Act, parents have the right to make a complaint if they believe that the school is failing in its statutory obligation to provide the National Curriculum and Religious Education. In the circumstances, an approach should be made to the Head teacher who will try to resolve the matter. However, if this is not possible, further information regarding the complaint procedure is available in school.

General Disclaimer

Though these particulars were correct in relation to this document at the date specified in the document, it should not be assumed that there will be no change affecting the relevant arrangements or any matter particularised therein, either:-

before the start of, or during, the school year in question
or
in relation to subsequent school years.

September 2013

Whistle blowing

School is a public service and as such must follow correct procedures.

If you ever have concerns about the finances of the school or any other aspect of schooling, it is your responsibility to speak in confidence to the Head teacher, Deputy Head, Governor or member of the LEA.

A whistle blower is a witness not a complainant

You should voice concerns not wait for proof of them

Any concerns will be taken seriously and in confidence

There would be penalties for making false and malicious allegations

Anyone raising concerns will receive feedback on any investigation that is carried out

Free advice is available on line from Public Concern at Work

www.pcaw.co.uk/about/noIan.html

