

St. Mary's R.C. Primary



and Nursery School

Prospectus

2025 -26

(Please note that aspects of this may change throughout the school year. To keep up to date please see our school website and Facebook page)

Vision:

We believe that every child is a gift from God, therefore, we aim to provide an outstanding and happy Catholic education which develops the 'whole child' whilst enabling them to reach their full potential.

Mission statement:

We love God ... so we follow the examples of Jesus

We love learning ... so we always do our very best in everything

We love each other ... so we treat each other as we want to be treated

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St. Mary's RC Primary School
Whitelees Rd, Littleborough, Rochdale OL15 8DU

HEADTEACHER	Mrs C Ruane
DEPUTY HEADTEACHER	Miss C Moore
ASSISTANT HEAD	Mrs J Heyes

The above are also the
Designated safeguarding Leads

TELEPHONE NUMBER	01706 378032
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E-MAIL ADDRESS	office@smrc-lit.co.uk
WEBSITE	www.smrc-lit.co.uk

CHAIR OF GOVERNORS	Mr A Cragg
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Parish Priest St. Mary's	Fr R. Lasia c/o St. Mary's R.C. Primary School Whitelees Rd Littleborough Rochdale
TELEPHONE NUMBER	01706 378261

Please note that the information in this brochure is correct as of September 2024.

It should not be assumed that there will be no change to any of this information during the school year. Parents will be informed regularly of any changes and updated information.

Dear Parent(s)/Carer(s)

Welcome to St. Mary's R. C. Primary School. In this prospectus we will give you important information about our school. We have designed it to provide you with a whole range of details that you will find useful. This includes information about our curriculum, staffing, Governance and many other aspects of school life and, as such, will come in handy for future reference.

Our role is to provide an environment for your child that is happy, caring and safe throughout the time that they spend here. From this foundation, we strive to stretch and challenge each child to enable them to achieve and fulfil their potential. This is not just academically but also, morally and socially. We place great emphasis on respect and consideration for other people and their property.

The faith aspect of school is our most important feature. The example of Jesus and the Gospels is evident throughout the daily life of the school. Not only does it underpin all our teaching, but also in prayer and worship, we help to develop the faith journey of each individual child. In this, we share a partnership not only with you as parents but, equally, with the parish as, for example, with the Sacramental Programme.

One of our aims is to provide a welcoming and open door to discuss any points of interest or concerns that you may have. We value your involvement in the education of your child and look forward to many years of partnership.

With you, we hope to play our part in providing an education, which promotes in the children a confidence and strength in faith, a love and thirst for learning and the skills to make an impact on the world in which they live.

Thank you for your continued support and involvement with St Mary's and we look forward to working with you in the future to make your child's time here one of achievement, happiness and friendship.

Yours sincerely

Mrs Carmel Ruane
Headteacher

Introduction

- ◆ St. Mary's RC Primary School is a voluntary aided school, conducted in accordance with the rites, practices and observances of the Roman Catholic faith
- ◆ Everything in our school comes from our mission statement: 'We love God, we love learning, we love each other'
- ◆ It is expected that all children will take a full and active part in the religious life of the school. (If parents wish to withdraw their child, they must appeal in writing to the Headteacher)
- ◆ We care for children from the ages of 3 to 11 years
- ◆ The school is situated in Littleborough within the parish of St. Mary's of the Annunciation (now amalgamated with St. Patricks Parish)
- ◆ The main catchment areas are the wards of Littleborough and Wardle
- ◆ We have good links with the Local Authority and with the School Improvement Team
- ◆ Good links are maintained through school networks such as Emmaus, the Rochdale Catholic Improvement Federation, and local clusters
- ◆ We encourage and maintain a strong relationship with the Parish of St. Mary's and work within Salford Diocese guidelines
- ◆ We believe in enriching the curriculum wherever possible and have nurtured good relationships with other agencies, such as Rochdale Music Service and the Sports Partnership
- ◆ There are strong links with the local Catholic High School, St. Cuthbert's, and we have strong transition arrangements
- ◆ There are good links with the other local Catholic primary schools

St Mary's Parish / Home, School and Parish

St. Mary's of the Annunciation Parish Prayer

Father, source of light in every age, the Virgin conceived and bore your Son,
Who is called, Wonderful God, Prince of Peace.

May her Prayer, the gift of a mother's love, be ours through all ages.

May her response, borne of a humble heart, draw your Spirit to rest on us.

Grant this through Christ Our Lord.

Amen.

Our Parish Priest is Father Robert Lasia

Mass Times

St. Mary's

Sunday	11.15am
Monday	10.00am
Wednesday	10.00am
Friday	10.00am

St. Patricks

Tuesday	10.00am
Thursday	1.30pm
Saturday	12.00pm
Sunday	09.30am

Please see the Parish Newsletter for further details and for information on other Parish activities. The Parish newsletter can also be found on the school website.

Home, School and Parish

The education of our children depends to a great extent on the relationship between home, school and Parish.

The Parish community and the Church have an important role to play.

If home, school and Parish work together the benefits to each child is greatly enhanced.

Each child grows in the ways of Christ within the faith of the wider Christian family, formed by the home, the school and the local Church. Religious education is a fundamental part of the teaching of the total curriculum. This partnership of parents, teachers and parishioners is emphasised by the Salford Diocesan programme for the Sacraments of Reconciliation and Eucharist within the wider family of the whole Church. It is important that common aims be established and developed within a climate of mutual trust and openness. Home, school and Parish should work together for the building of God's Kingdom, based on the Gospel values of love, peace and justice.

GOVERNORS

Chair of Governors	Mr A Cragg
Vice Chairs of Governors	Mrs Pam Kelleher
Local Authority Governor	Mr G Taylor
Foundation Governors	Mrs D Goodall Mrs P Kelleher Mr A Cragg Mrs Jane Chapman
Headteacher	Mrs C Ruane
Staff Governor	Mrs Jenny Heyes
Parent Governors	Mrs O Hudson Mr L Kingston

The Role of Governors

The Governing Body has a general responsibility to ensure that the school is being effectively managed to meet the needs of the pupils, the expectations of parents and in the interests of the wider community. The Governors are responsible for all admissions of pupils, the appointment of teaching and non-teaching staff, the curriculum and the conduct of the school.

Early Years Foundation Stage (EYFS)

St. Mary's Early Years Foundation Stage

The first years at St Mary's are an important foundation upon which the rest of the child's education is based. Children entering the Nursery and Reception classes bring with them different experiences, knowledge and interests upon which we can build. The children learn in different ways and this is taken into account.

Children will become independent and self-confident learners and we will ensure this by providing a secure and happy environment in which Christian values are fostered. We provide a rich, broad and balanced curriculum of adult led and child-initiated activities. Teachers and Teaching Assistants are available to reassure and speak to parents as necessary at the beginning and end of the day.

Curriculum Aims

Our creative curriculum is carefully planned to ensure breadth, balance and progression and is part of our drive towards greater excellence.

The children will study a wide range of subjects as reflected in the National Curriculum and these can be taught in themes which may bring together skills and subject content from different subjects. The areas of learning are divided into Prime and Specific, this includes Literacy; Numeracy; Understanding the World; Moving and Handling; Personal, Social and Emotional Development; and Expressive Arts and Design with special emphasis given to Religious Education.

When drawing up the EYFS curriculum, the staff have paid special attention to the Department for Education documents 'Excellence and Enjoyment' to create learning opportunities which challenge the children and are fun. Interesting links between different subjects have been identified. Across each year and each Key Stage, the children will receive a good balance of areas to study, covering a broad range of skills. We hope to develop in all the children a love for learning, a fascination for the world around them and the skills they will need as lifelong learners.

Teachers plan on a shorter-term level to ensure that all the needs of the children are being met. The inclusive ethos of the school is an important aspect of our mission. We aim to achieve the best balance between good progress and the need to reinforce and consolidate skills and understanding. Much work is being done on developing the learning culture of the school. The children's' abilities to assess their own work, set targets for next steps, and to understand about their own learning, are very important aspects of the school's curriculum.

A curriculum which motivates each child, excites them and provides the framework for each to be challenged to reach their full potential. The school continues to build upon its successes in sports and music. This will be maintained as the school develops, changes and expands the range of opportunities for the children.

Religious Education

Religious Education Policy

Rationale

At St. Mary's we believe our principle task is to help our children know, understand and appreciate our Catholic faith in the spirit of our school's Mission Statement.



We seek to provide opportunities for high quality learning and teaching, living and sharing our faith with our children, playing a vital role in encouraging them to be fully committed members of the Catholic Church.

We aim to:

- To provide a comprehensive study of Christianity and the Life and teachings of Jesus
- To encourage children to acknowledge and understand that people belong to other faiths
- To include teaching of aspects of other religions in the curriculum
- To promote an atmosphere of love and respect in school
- To encourage the children to respond freely to God's call, helping them to grow and develop their potential abilities
- To provide regular opportunities for worship through prayer — both public and private, assemblies, Masses, Liturgical Celebrations and Sacraments of Initiation

In addition to Christianity we teach the children about different world religions following schemes of work recommended by the Diocese of Salford. We also teach weekly 'Statements to Live By' 'Social Justice', Philosophy for Children and Mindfulness.

By law, parents are permitted to withdraw their children from all or part of the religious education and collective worship provided. (This request should be made to the Headteacher in writing).

Sacramental Programme



Although the programme of preparation for the Sacraments is Parish based, the school supports this work in every way possible and encourages all parents to become actively involved in the programmes both in school and in Church. The programme begins in Year 3.

Relationships, Sex and Health Education

The Relationships, Sex and Relationships Education (RSHE) Policy and Programme is in place. In our school, Sex and Relationships Education is treated in a manner which will encourage children to have due regard for moral considerations and for the values of traditional Catholic family life. For this we follow the "Ten Ten" programme approved by the Diocese of Salford.

Special Educational Needs

A DEFINITION

Children have a special educational need if they have a learning difficulty which calls for special educational provision to be made. Children have a learning difficulty if they:

a) have a significantly greater difficulty in learning than the majority of children the same age.

b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children in schools.

c) are under compulsory school age and fall within the definition of a or b.

A child **MUST NOT** be regarded as having a learning difficulty solely because the language of their home is different from the language in which they will be taught.

WHAT TO DO IF YOU FEEL YOUR CHILD HAS A PROBLEM

Speak to your child's class Teacher. The Teacher may then refer you to the SENCO who will explain the procedures in place in school to address your child's needs.

DESIGNATED PERSONS FOR SEN

Miss Christine Moore – (SENCO)

Mrs Jenny Heyes (SENC)

TEL: 01706 378032

Special Educational Needs

At St. Mary's we are working in line with the new SEN Code of Practice, 2014. The school has a special needs register, which records children who receive SEN Support and children who may require an EHC Plan (Education, Health and Care Plan). In addition, the school has a focus group of children, who receive additional support to enable them to 'catch up'.

Catch Up Programs

A child may access Catch Up interventions, if evidence collected by the class Teacher, suggests that the pupil is not making progress and additional provision is needed. Interventions are reviewed termly and progress measured. All classes have a Provision Grid that is reviewed termly. This will detail what provision is to be made, the time any input will be carried out and the person responsible for managing the programme.

SEN Support

If the child is placed at SEN Support, it would be after a discussion with parents after Catch Up interventions have been accessed and it is felt that further more individualised provision is needed additional to and different from the Quality First Teaching taking place in each class. It often includes the involvement of outside specialists e.g. Educational Psychologist, Speech and Language Therapist or Child Psychologist.

Education, Health and Care Plan (My Plan)

(Previously Statements)

A Statutory Assessment can only be requested, if the child demonstrates a significant cause for concern, e.g. Exceptionality or complex needs and what school provide as Quality First Teaching and SEN Support does not meet their needs. This would be in agreement with all outside agencies involved as well as parents and school. If you would like any further information about Statutory Assessment please do not hesitate to contact our SENCO, Miss Moore.

At all stages, the SENCO will discuss the individual needs of the child with parents.

What the school may do to support and help your child

There are many Intervention Programmes that the school can put in place to help your child. The interventions fall into

3 Waves

WAVE ONE – Quality First Teaching

Pupils are offered an inclusive and differentiated experience in everyday lessons, with the majority of pupils making good progress without additional support.

WAVE TWO – ‘Catch up’ or Booster Programmes

Pupils are offered additional help to accelerate learning. This may be small group, targeted intervention, timetabled to ensure children benefit from the experience.

WAVE THREE - Intensive Targeted Support

Individual support, linked to specific personal targets. Pupils receiving this level of support will often require additional input/advice from outside agencies. Care Plans can be implemented for intervention for specific/medical needs.

Our Single Equality and Community Cohesion Policy.

We are a fully inclusive school and are proud of the way we welcome every child and their families. Please see our Single Equality and Community Cohesion Policy which is on our website. This policy sets out our commitment to tackling discrimination and promoting equality of opportunity and good relations and explains what this means for the whole school community. This Policy has been written to meet the school's legal duties in relation to race, gender, disability and community cohesion. The Policy also meets legislation on age, religion or belief and sexual orientation.

The overall objective of St Mary's R.C. Primary School's Equality & Community Cohesion Policy is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity and promote good relations and positive attitudes between people of diverse backgrounds in all its activities

Parents

Parents will always be given a warm welcome at St. Mary's; from the first day of enrolling your child to the day they leave us. We give you the opportunity to discuss all aspects of your child's school life; We hold Parents' Evenings twice yearly, send home an annual report and will see parents at any other time with prior appointments.

We expect parents to support the school by: -

- a) Supporting the children as fully as we can through their journey and growth in faith
- b) To support school policies (as approved by Governors) and help promote high standards of self-discipline
- c) Encourage your child and spend time at home with him/her with reading and other activities, including homework when given, which support the curriculum we provide in school
- d) Sharing with us a dedication for our Mission Statement

Worried or Concerned?

The school has an open-door policy. We feel that it is essential that parents feel comfortable and welcomed should they need to raise any issue, whether that be a worry or a complaint.

Firstly, we ask that the class Teacher is approached. For day-to-day issues this can be done very briefly at the end of the day. Parents are asked not to disturb staff when they are teaching.

Should parents need longer, then Teachers will be happy to make an appointment so that sufficient time can be given to share information and if need be, resolve any issues. Remember the earlier we know about things, the better – that way we can work in partnership to ensure the children are happy and achieving.

If you are still not happy, we ask that you seek an appointment with a Senior member of staff: Miss Moore the Deputy Headteacher and Special Needs Coordinator, who will discuss the matter with you with a view to resolving your concerns.

If this still leaves you without rectifying the matter please ask to see Mrs Ruane.

The school's complaints procedure is available to any parent who wishes to raise a concern with the Governing Body, in the event that the matter hasn't been resolved through the above process. This can be found on the school website.

Parental Communication

We endeavour to make communication with parents as effective as possible. The school operates a text service and will send text reminders for important events. Registration to this service is automatic. If you wish to be excluded from this service please inform Ms King in the school office. Newsletters are uploaded to the school website every Friday and contain important information regarding school events. Copies are available from the school office and also on the display noticeboards located outside the Year 4 classroom. **Please read the weekly newsletter as it has everything you need to know each week!**

The School Day

The school day begins at 8.45am. The school gates are opened at 8.35am. All gates are closed and locked at 9.00am. Entry should then be via the main school office where you should sign in.

The Teachers will be there to greet the children and parents each morning. If you need a longer chat with the Teacher please make an appointment at the office or by phone.

Children may leave school early only with parental permission. If you need to telephone to tell us that someone different will be collecting your child, *please* do so as early as possible in the day and preferably before 2.30 pm.

If you know in advance that your child is going to arrive late into school or be absent (for example, due to a dental appointment), please let us know *beforehand*. It is easier for us if you can write a short note, giving the reason for the late arrival/absence, but you may also notify the school by telephone or via the app, schoolcomms, if you prefer. Please note that pupils arriving after the register closes at 9:15am will be given an absent mark regardless of the reason (this is Government policy). This would therefore affect your child's attendance record. Therefore, appointments, where possible, should be made towards the end of the school day as early collection (after afternoon register at 1:15pm) will not affect your child's attendance record.

Parents are asked to make sure children arrive to school on time and also that children are collected promptly at the end of the school day.

Could we also ask parents to be considerate to all our neighbours if arriving by car. Do not park on the double yellow lines or blocking driveways outside the school and do not drive or park in the staff car park. We also ask you kindly to have consideration when using the Church car park or neighbouring streets and ask you to leave disabled parking spaces for those with genuine need.

Children in St. Mary's school uniform are reminded that their behaviour out of school reflects on the school. We are proud of our reputation for good behaviour and politeness, and ask the children to consider this at all times.

Please ensure that you keep us up to date with any changes in address, telephone numbers etc.

Morning

The gates are opened at 8:35am and pupils wait in the school yard. At 8:45am staff will open classroom doors and children will be invited in.

Parents **MUST** inform school if their child is going to be absent. If parents cannot be contacted, we may have to do a home visit and if the report the child as missing to Children's Social care.

Foundation Stage

Nursery and Reception children do not have set morning and afternoon break times as the areas of learning allow children to work inside and outside of the school building at their own choice. Nursery and Reception children can be collected from 3.00pm.

Key Stage 1 & 2 Morning Break

We have staggered break times so there are fewer children playing out together at the same time, which gives more space for them to play.

Each class has a 15 minute break in the morning

Afternoon

There is no set afternoon break. **The school day ends at 3.15 pm.** Class teachers may choose to give their class some time outside at their own discretion.

The children also do the 'Daily Mile' so will run and exercise every day.

The gates will be opened at 3.00pm, so that parents can wait near the classrooms to collect their children. Please do not disturb the classes or approach the windows before 3.15pm.

Parents of the Foundation Stage Classes and Key Stage 1 are requested to ensure that their child is always brought to school, and picked up from the school, **by an adult**. In the interests of safety we will never let a child leave school unless we know the adult who is picking up your child.

Staff will ensure that children in Foundation Stage and Years 1, 2, who are being collected, are safely delivered into the right hands.

Key Stage 2 children will be dismissed into the playground to an adult.

Older children, we suggested not until Year 6, may come to school/make their own way home at the end of the school day. Parents should only let children come/go home on their own if they feel their child will be sensible and safe. We ask parents to sign an agreement here, and especially for children any younger than Year 6. Please note that during the school day should your child need to leave early for any reason they must be collected, they are not permitted to make their own way home.

Children who are late in being collected must wait in the main entrance.

Afterschool Clubs

Children staying for Afterschool Clubs/activities must be picked up on time.

It is vital that parents inform us if an emergency means that they are going to be late.

Please make sure that we always have your correct contact phone number.

School Grounds



NO SMOKING or VAPING!

It is against the law to smoke or vape anywhere within the school boundary

Only well behaved dogs on a lead!

Some children are very nervous of dogs, so please ensure that your dog is well behaved, quiet and on a lead. If your dog is deemed as a nuisance, leaves a mess, or unsafe around children, you may be asked to keep them away.



NO BICYCLES OR SCOOTERS

Please do not ride bikes or scooters within the school grounds. It creates a hazard for your children. Children who come on bikes or scooters should park these at the school bike rack.



NO CHEWING GUM!

We want to keep our school as clean as we can for the health and well-being of all our children



NO LITTER!

Please use the bins provided and keep our school clean and tidy



NO SWEARING or INAPPROPRIATE CONVERSATIONS!

Please remember that children are listening too!

Behaviour and Discipline

All members of staff have high expectations of pupil behaviour and good behaviour is celebrated regularly.

Pupils are encouraged to be friendly, polite and considerate of others at all times. This includes the journey to and from school, during the school day and in any activities associated with school.

Our Behaviour Code – Great to be Green

In the Catholic community of St Mary's, we recognise the worth and potential of individual pupils as children of God. It follows, therefore, that we:

- Recognise their unique nature as human beings, regardless of background, abilities, physique or experiences
- Recognise that each individual is God's own reflection, fundamentally and intrinsically good
- Promote the concepts of self-discipline and responsibility for one's own actions for the good of all
- Promote the belief that Hope, Optimism and Reconciliation are central to the Roman Catholic faith

At St. Mary's there is a positive approach to discipline. We aim to reward those children who regularly follow our behaviour code and give chances followed by consistent consequences to those who do not.

The Great to be green system recognises this good behaviour and is a positive way of helping children with self-discipline and making 'good' choices. When children stay on 'Green' they earn extra play time on Friday afternoon.

If a child has special needs or for some infant children, the Teacher will use their professional judgement to decide if the child fully understands their actions and the consequences and the teacher will adapt accordingly or use an alternative behaviour strategy after discussion with the SENCO and Leadership team.

There are also many other reward/sanctions systems in school such as:

Stickers

Smiley faces

Merits and prizes

Good work certificates

Writer/Reader of the week award

Teachers prize boxes

Star of the day... and more!!!

We are very proud that the school's reputation for good behaviour continues to be recognised throughout our local community and beyond. A whole-school approach encourages the co-operation of all parties involved to promote good behaviour and discipline within the school and this result in a successful, constructive and happy environment. Our first and foremost priority is to recognise and reward the good behaviour and manners of the children.

See the school website for the full Behaviour Policy

Guidelines for Rewards and Sanctions in School

The support of parents is essential to the efficient working of this system. Parents will be informed about the school code of behaviour through the school prospectus and will be asked to sign an agreement in support of the school in its efforts to uphold the code each year by signing the Home School Agreement. They will be made aware that the school has at its disposal the sanctions of fixed term and permanent exclusion for wholly unacceptable behaviour. As a Catholic school we would not want to readily exclude a child from our school community, however, we must also have regard for the greater good of that community.

St. Mary's Anti-Bullying Policy

All involved in school recognise the dangers of bullying. Implementation of the Code of Conduct and Class Rules will provide a basis for dealing with this problem. The school will promote anti-bullying week each year and follow National anti-bullying weeks and strategies, as well as the Catholic programme 'Statements to Live By'. The following principles will be followed. Bullying is a systematic type of cruelty which usually happens over time, often involves one (or more) child attempting to gain power over another through acts of unkindness. It can often be discrete and difficult to spot. It can make a child feel miserable, dejected and alone. Bullying is a very serious offence and thankfully is very rare at our school. Parents must appreciate that very few fall-outs and arguments between children involve bullying in its real sense. The school will make the decision if an incident is one of bullying. If so, the matter will be treated with firm action.

School Charges

Nursery Provision

Nursery Provision is available for children aged 3 and above. The Government provides fifteen hours of funding per child from the term following their third birthday. Additional funding for an additional 15 hours is available to parents who are both in employment and earning the equivalent of 16 hours minimum wage. Additional hours, over and above the funded hours, are available at an additional cost. Please telephone school to discuss individual cases and check availability of sessions.

Trips

From time to time, staff may wish to arrange educational visits, celebrations or invite speakers into school. We will write to parents to let them know the costs of events/trips in advance. If there was a situation whereby insufficient funds were collected to cover the costs of such activities, they may have to be cancelled.

Music Tuition

The school is able to offer music tuition for a variety of instruments. A letter is sent out in September to the children. Lessons must be paid for in advance and fees are set by Rochdale Music Service.

School Meals

School Meals are available for all classes and are now provided by Dolce. Nursery children staying for lunch may choose to have a school dinner, more details available from Mrs Ramplin or Ms King. Meals are cooked on the premises for children who want them. The quality of these meals is very good. The kitchen staff work hard to provide a balanced healthy diet for the children and give a range of choices. Dinners should be paid for in advance via the booking app, school grid.



If you want to apply for free school meals you can collect an application form from the school office or apply online at <http://www.rochdale.gov.uk/schools-and-education/Pages/free-school-meals.aspx>. If you already have children on free meals and a younger child is about to begin school, you should inform the Education Authority in good time. Please check with the school office for the current charge for a school meal.

Packed lunches may be brought to school in a lunch box clearly labelled with your child's name. Please ensure that drinks are brought in unbreakable containers, *not* glass! Please do not send in fizzy drinks or unhealthy options. The school can provide some excellent advice for parents to assist them in providing healthy packed lunches for their children.

If your child would like to change from school meals to packed lunches, or vice versa, please contact the school office in advance.

School Milk & Fruit

All children in Nursery, Reception, Year 1 and 2 will receive milk and fruit every day free of charge. Any child not wanting milk will be offered water instead. Parents of Nursery and Reception children are asked to inform the class Teacher if their child should have water instead of milk.

The only snacks we permit for all children is fruit and veg. We are a healthy school and so ask children not to bring in sweet treats eg on their birthday. Instead they can wear their own clothes and a birthday badge. Everybody will then know it's their birthday!

School Council

Two representatives from each year group from Year 1 – Year 6 are elected to the Student Council each year. We believe that it is important to get the views of the children about issues that affect them. The Council meet on a regular basis to discuss what they think would enhance school life. This provides a strong 'pupil voice'.

Website

Our school website address is : www.smrc-lit.co.uk

The website contains useful information for parents on what is going on in school, class activities, holiday plan, newsletter, menus for school meals, prospectus etc. We also have a **Facebook page**. Find us at 'St Marys RC Primary'.

Mobile Phones

Children should not bring mobile phones into school. However, we understand that some of the older children do walk to and from school on their own and you may want them to have a mobile phone with them.

If your child does need to bring a mobile phone into school, please inform your child's Teacher. In line with our Safeguarding Policy, your child should hand the phone to the class Teacher at the start of the school day and it will be returned to them at home time. **However, we do not accept responsibility for loss or damage of mobile phones.**

Attendance

Children of school-age who are registered at a school must attend school every day. Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that your child makes the most of the educational opportunities in order to achieve well. There may be occasions when a child has to miss school, e.g. because of illness.

There are national regulations which do not allow Headteachers to authorise any absence during term time except for extreme circumstances. The school will not, therefore, authorise any holidays during term time – unless there are exceptional circumstances. Any unauthorised absence could, therefore, **be subject to a fixed penalty notice.**

Issues parents need to be aware of

- If a parent takes their child on holiday/extended leave without the school's permission, this will be counted as unauthorised absence
- Parents of pupils whose absence is unauthorised can be guilty of a criminal offence and may be liable to either a Penalty Notice or Prosecution in the Magistrate's court
- For those children whose absence is agreed but remain absent for longer this extra time will also be recorded as unauthorised absence
- The school will remove the child's name from the register if they do not return to school within 30 days of the agreed return date
- All children should have above 90% attendance. Lower than 90% is classed as low and persistent absence and a fixed penalty notice can be issued
- The Education Welfare Officer (EWO) monitors our attendance and will contact those families with low attendance.

Fixed penalty notices may be applied for unauthorised absence.

Parents are asked to inform the school of their child's absence as soon as possible. It is very helpful if we know beforehand (e.g. dentist or medical appointment). Please write a short note or telephone the school with the reason for your child's absence, so that the Headteacher can authorise the absence if appropriate.

Any request for absence during the school term will be considered in context of the Governors' adopted Policy which is the Local Authority's model Policy. However, it must be stressed that absence will only be authorised in extreme circumstances.

Please do not make arrangements for your child to be absent during the SATs week for Years 2 and 6.

PUNCTUALITY- Our school day begins at 8.45am.

It is very important that your child arrives at the right time for school every day. When they arrive late they can miss the first instructions of the day and disrupt lessons or assemblies etc. This is also unsettling for the child.

If they do arrive late, you must bring your child to the main entrance and sign them in at the office.

School Uniform

GIRLS	BOYS
Grey knee length skirt, pinafore dress or trousers	Short or long grey trousers
Nursery & Reception – white polo shirt	Nursery & Reception – white polo shirt
Years 1-6 White blouse or shirt (not polo shirts)	Years 1-6 White shirt (not polo shirt)
Nursery & Reception – no tie needed	Nursery & Reception – no tie needed
Years 1-6 School tie (available in school)	Years 1-6 School tie (available in school)
Knee length white socks or black/grey/navy tights	Grey/black/navy socks
Royal Blue 'V' neck jumper or cardigan (no sweatshirts or fleeces)	Royal Blue 'V' neck jumper (no sweatshirts or fleeces)
Black flat sensible shoes (no trainers or ballet pumps/strappy sandals)	Black flat sensible shoes (no trainers)
P.E – Navy/black shorts, White t-shirt, Black pumps	P.E – Navy/black shorts, White t-shirt, Black pumps
Children may wear tracksuits during the cold weather. Trainers may be worn for outdoor use only	Children may wear tracksuits during the cold weather. Trainers may be worn for outdoor use only

Warm Weather

In warm weather girls may wear summer dresses – (pale blue and white gingham check or stripes) available from most children's clothes stores. Boys can wear shorts. Sandals may be worn that are black, white or brown but they must have an ankle strap and cover the toes for health and safety reasons.

P.E. kits need to be kept in a pump bag with your child's name on it.

All items of clothing (including PE kits and bags) should be labelled clearly with your child's name

Your child is responsible for looking after their belongings. We cannot be responsible for any loss or damage. Lost property will be held until the end of one half-term.

Personal Appearance

Children should make every effort to be neat and tidy. Long hair should be tied back for health and hygiene. No child should have extreme haircuts or extreme hair dye.

Make-up and nail varnish are not allowed. No jewellery should be worn in school apart from small, plain stud earrings and watches (not apple/smart watches).

Sun Protection

All pupils will be asked to wear a suitable hat during periods of strong sunlight, please ensure you have put sun cream on your child in the morning before school. They should also have a water bottle in school each day, all year round.

Parents' Evenings

Parent teacher meetings are held twice a year, in the Autumn and Spring term. At these meetings you will be given a brief outline of your child's progress relating to their targets.

If you have any concerns about your child's progress during the year, do not hesitate to come into school and make an appointment to see the appropriate person. We will be happy to discuss your child's progress.

Homework

Please listen to your child read every night – reading is the key to learning. With your help, they will make much more progress. Please ensure your child completes any homework task they are given. If they do not do homework at home, they will be asked to complete at break on Friday. Children are expected to practise spellings and times tables/number bonds etc. every day. They should use Spelling Frame and TT Rockstars. Please see the teacher if your child is having difficulties logging in.

Medication & Medical Conditions

All medical conditions and allergies must be notified to the school when you apply for a place for your child or as soon as the condition is diagnosed. For further information please see our Medical Conditions and First Aid Policies. Both are available on our school website.

First aid may be given where the injury is slight. If an injury is considered to be more serious, then parents will be contacted as soon as possible and immediate action will be taken to provide medical help. **(Emergency contacts are most important, as some treatment cannot be given without parental consent.)**

Please see the First Aid and Medicines and Asthma Policies for more information.

Sporting Aims

All children in the school spend a minimum of approximately two hours per week involved in P.E. and Games. We encourage pupils to take part in inter-school events and competitions in a variety of sports. Children run every day for approximately 10 minutes or more.

Children are given the opportunity to go swimming within Key Stage 2.