

# St. Mary's Church of England Primary School



**Normandy  
Horsham  
West Sussex  
RH12 1JL**

Headteacher: Mr A. Bird

Telephone: 01403 265999

Fax: 01403 252071

e-mail: [office@st-marys-horsham.w-sussex.sch.uk](mailto:office@st-marys-horsham.w-sussex.sch.uk)

September 2017

Dear Parents,

It is my pleasure on behalf of the staff, governors and children to welcome you to St. Mary's Church of England Primary School. St. Mary's School is an outstanding Voluntary Aided Primary School with a reputation for high academic standards and a caring Christian ethos, where every child is valued. Education is very much a partnership between home and school and parents are encouraged to be actively involved in their child's education.

We want our children to know that each one of them matters and actively promote positive self-esteem, which is vital if our children are to achieve their potential. St. Mary's provides an attractive and stimulating learning environment where children enjoy learning. We provide excellent opportunities both inside and outside of the classroom. We expect our children to be polite, highly motivated and to learn to take responsibility for their learning. At St. Mary's we have high expectations of all children; we encourage our children's progress and celebrate their achievements.

We hope that you will find our prospectus informative and helpful, and that it answers any questions you may have. However, we are always happy to answer any further questions and speak or meet you in person. I would encourage you to visit us during a normal working day or on our Open Morning in November to see the school in action, to meet the staff and pupils and to see for yourself what is on offer at St. Mary's School.

If you would like to discuss your child's education or require any further information please do not hesitate to contact me.

I look forward to meeting you.

Alexander Bird  
Headteacher

**Headteacher**  
Mr Alex Bird

**Chair of Governors**  
Mrs Claire Swarbrick and Mrs Celia Hurren  
c/o St. Mary's CEP School

## **St. Mary's Church of England (Aided) Primary School**

### **Be the best I can in the love of Christ**

At St. Mary's School we aim to:

1. Create a caring Christian community in which everyone is valued and able to learn and grow together in the love of Christ;
2. Inspire all our children to develop enquiring minds and a lifelong love of learning;
3. Release potential through a broad and creative curriculum;
4. Sustain an environment in which independence, respect and resilience will flourish;
5. Nurture strong relationships between home, school, church and the wider community;
6. Empower the children to become responsible local, national and global citizens.

### **STATUS**

St. Mary's is a Church of England School with voluntary aided status, within West Sussex Local Authority. It is a co-educational school for children aged 4+ to 11 years of age, single form entry (maximum 30 pupils in each class).

We ask all parents applying for a place to respect our Christian Ethos and its importance to the school community. This does not, however, affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

### **West Sussex Local Authority Pupil Admissions Office**

County Hall North  
Chart Way  
Horsham  
West Sussex  
RH12 1XH  
Tel: 0333 0142903  
Email: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)

## THE SCHOOL STAFF

### Teaching staff

Mr A Bird	Headteacher
Mr J Ellis	Classteacher / Deputy Headteacher
Mrs S Whiting	Classteacher
Mr D Tombling	Classteacher
Mrs B Woods	Classteacher (maternity leave)
Miss L Etheridge	Classteacher
Miss K Fandrejewski	Classteacher / SENCO
Mrs H Barnes-Austin	Classteacher
Miss K Mardle	Classteacher
Mrs R McKay	Classteacher
Mrs G Peel	Classteacher
Mrs T Cresswell	Learning Support Teacher
Mrs N Sawyer	PPA HLTA
Mrs S Courteney-Smith	PPA HLTA

### Office Staff

Mrs J Fisher	School Business Manager
Mrs A Hipwell	Secretary
Mrs N Sawyer	Clerical Assistant

### Support staff

Mrs N Sawyer	Teaching Assistant
Mrs L Carter	Teaching Assistant
Mrs A Russo	Teaching Assistant
Mrs M Stevens	Teaching Assistant
Mrs L Huisman	Teaching Assistant
Mrs S Courteney-Smith	Teaching Assistant
Mrs T Adams	Teaching Assistant
Mrs S Lowe	Teaching Assistant
Mrs L New	Learning Support Assistant
Mrs L Bateman	Learning Support Assistant
Mrs C Delahunt	Learning Support Assistant
Mrs G Chandler	Learning Support Assistant
Mrs C Isherwood	Learning Support Assistant
Mrs J Cardenas	Spanish Language Assistant

### Midday Meal Supervisors

Mrs N Withers (Senior Supervisor)
Mrs D Eason-Butler
Mrs L Bateman
Mrs S Vind
Mrs P Hart
Mrs G Chandler
Mrs T Adams
Mrs S Lowe
Mrs C Delahunt
Mrs C Hurren
Mrs H Thomas
Mrs L Newman

### Premises Officer

Mr M Taylor
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## SCHOOL GOVERNORS

Governors have a key role to play in helping St. Mary's School provide the best possible education for all its pupils. St. Mary's School Governors work closely with the Headteacher and staff to fulfil their duties specified by Parliament in Education Acts. Broadly these are:

- Agree the aims and policies of the school
- Help to draw up and approve the School Development Plan
- Monitor and review the school's progress
- Monitor the school budget
- Ensure the National Curriculum and Religious Education are taught
- Recruit and interview staff
- Develop and maintain links between the local community and St. Mary's School
- Draw up an Action Plan after an Inspection and monitor its implementation

Governing Bodies are a combination of appointed and elected Governors who act as a group and an Instrument of Government sets out the exact size and formation of a governing body. St. Mary's Governing Body is made up as follows:

Ex-officio Foundation	The Rev. Guy Bridgewater	
Headteacher	Mr Alex Bird	
PCC Foundation	Mrs Celia Hurren	Joint Chair
PCC Foundation	Mrs Claire Swarbrick	Joint Chair
PCC Foundation	Mrs Jen Edwards-Cox	
PCC Foundation	Mrs Jenny Holden	
PCC Foundation	The Rev. Jimmy Young	
LA	Mrs Anne Hossack	
Diocesan Foundation	Mr Jason Smallwood-Brown	
Elected parent	Mrs Helen Johnson	
Elected parent	Mr Liam Clark	
Staff	Miss Katie Fandrejewski	
Co-opted	Ms Catherine Battershill	
Clerk to the Governors	Mrs Neen Sawyer	
Foundation	Vacant	

The Governing Body meet twice a term and each Governor is a member of at least one other subcommittee that meets at least once a term.

As a Church of England Voluntary Aided School, St Mary's is assisted by Central Government and the Local Education Authority. The majority of the Governors, known as Foundation Governors are nominated by the Parochial Church Council and appointed by the Diocesan Board of Education to represent the church. They are supported by Governors representing parents, teachers and civil authorities. The school follows the National Curriculum but arrangements for religious education and worship are made by the Governors and may reflect the Church of England in accordance with the Trust Deed.

The Friends of St Mary's School, Horsham is a registered charity, established for the benefit of St. Mary's Church of England (Aided) Primary School. The charity maintains a small fund to enable Governors to meet their obligation to pay for 10% of the cost of capital projects.

At the beginning of the school year every family with a child at the school is invited to make an annual donation of £25 or more to the Friends of St Mary's School. In this way, parents are able to share in giving the school the resources needed to ensure that our children are educated in the best learning environment that can be achieved.

## ADMISSIONS

The Governors of St. Mary's School set the Admissions Arrangements. We ask parents to complete an online application for the LA and a supplementary information and clergy form from us in the year prior to their child starting school. The Admissions Panel then considers this application in the Spring Term.

An informal Open Morning for prospective parents is held in November. The date is advertised in the Parish News and on the school's website. This is an opportunity to meet the Headteacher and to see the school in action in an informal way.

The Headteacher welcomes the opportunity to show prospective parents around the school and appointments can be arranged through the school office if you are unable to come to the Open Morning.

St Mary's Church of England Primary School is not a catchment area school and welcomes applications from the whole of the Horsham area. The school is one form entry, 30 children in each academic year. Applications are welcomed from Christian families and all others who wish their children to attend a Church of England School. However, in the event of there being an oversubscription for places, the school's Admissions Arrangements prioritises applications.

Prospective parents should obtain a supplementary information and clergy form from the school office together with details of how the children are introduced into full time education. We accept all children full time from September.

All parents are welcome to visit the school and attend open days before they register their child, when they can talk with the Headteacher and visit the classes.

## STARTING SCHOOL: THE INDUCTION PROGRAMME

Our Induction Programme begins the moment you accept a place for your child at St Mary's. The programme on offer aims to ensure that your child will make the transition to school smoothly and painlessly! It includes a meeting for parents and several opportunities for your child to visit the reception class before they start. We will talk you through the induction process and explore together how you can help prepare your child for school.



## THE SCHOOL DAY

### SCHOOL HOURS

The school day is as follows:-

Gates open	8.30 am
Registration	8.45 am
Collective Worship	9.15 am (8.50 am on Fri)
Morning break	10.35 a.m.-10.50 am
Lunchtime	12.00 Midday-1.00 pm
Afternoon session	1.00 pm -3.15 pm



The school promotes healthy eating; consequently children may only bring fruit to school as a morning snack. All infant children receive fresh fruit daily through the 'Fruit and Vegetables For Schools' scheme and require no extra snack. Drinking water is available through the water fountains in the school and all children are issued with their own water bottle when they join us. There is also the opportunity to order fresh milk through 'Cool Milk'. This is free to under 5's and those on Pupil Premium.

### LUNCH TIMES

All infants are entitled to a Free School Meal.

Junior children may choose to bring a packed lunch or have a healthy cooked meal freshly delivered by the 'Easy Lunch Company'. Children sit in the hall to eat with children from their own and other classes regardless of whether they have a packed lunch or cooked meal. We foster independence by encouraging the children to collect their own meals and tidying away afterwards.



**Children MUST NOT have any product containing nuts in their packed lunch, as this is a serious health risk to children with nut allergies.**

### PUPIL PREMIUM

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium.' This is completely confidential.

If you are registered for Pupil Premium, St Mary's can also help you with the cost of school trips, uniform and after school clubs.

To claim this benefit you need to be in receipt of certain benefits. Registering is quick and easy, if you think you qualify contact St Mary's School Office for further information or visit

[www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)



## THE SCHOOL ACCOMMODATION



Our single storey building has seven classrooms and a central hall, also used for physical education, assemblies and lunch. Easily accessible at the centre of our classroom accommodation is the School Library. We are justly proud of our ICT Suite, which has been purpose built and fully resourced. Our peripatetic teachers use the Music Room, we have a further Group Room, used for learning support work, and a Medical Room.

The Reception classroom and classrooms for Years 1-4 have self-contained toilet and cloakroom facilities. Classrooms for Years 5-6 have adjacent toilet and cloakroom facilities. The school has a platform lift in the entrance hall and a toilet for the disabled, which permits wheelchair access.

We try to maximise the use of all the areas within our boundaries. The playgrounds are a good size and we have incorporated adventure features for active play and areas where the children may sit quietly. The children in the Reception class have their own fenced and covered area and this allows them to have the chance to work outside on most school days of the year. There is also an outside area of decking, a well maintained grass area, a recently redeveloped pond area and our Forest School Area.

## ATTENDANCE

It is extremely important that pupils attend school at all times unless they are unwell. If at all possible, we encourage parents to arrange medical appointments outside school hours although we appreciate that this is not always possible. If children have to leave school during the school day for a medical appointment, please let the office know in advance in writing, and please ensure that they are signed out. For safety reasons we cannot allow children to leave school without an authorised adult. Naturally we are always sympathetic to reasons such as bereavement.

**If your child is absent through illness or due to unforeseen family difficulty, please advise the school by 9.30am on the first day of absence, otherwise an absence has to be recorded as unauthorised as required by legislation.**

Parents who wish to remove their child from school for a period of time for any reason other than medical should write to the Headteacher. Please be aware that the regulations regarding absence in term time have changed. By law there will be no approval for holidays in term time and only absences in exceptional circumstances will be approved.

It is also imperative that your child arrives at school on time every day. Children arriving in class late are very disruptive to the rest of the class and tend to take more time to settle down at the beginning of the day.

The Law requires us to record reasons for absence and a late register is kept.

## WORSHIP

- ~ All children on each school day take part in an act of Christian worship.
- ~ This may be a single act of worship or separate acts for pupils in different age groups
- ~ It may take place at any time of the school day.
- ~ Worship will mainly take place in the context of school assemblies but will also be evident in other contexts such as class prayers before lunch and at the end of the school day.

### Conscience Clause

The school recognises the right of parents to withdraw their children from worship.

*“All pupils in attendance at a mainstream school shall on each school day take part in an act of worship unless the parent requests that he may be wholly or partly excused from attendance at religious worship in the school.” (Education Act 1996)*

The school recognises the right of staff to withdraw from worship.

Collective worship is an important part of our life as a Church of England Primary School and therefore we hope that all children and staff will feel able to join together for worship.

Please see our website for our Worship Policy.

## THE SCHOOL CURRICULUM

The school curriculum comprises all learning and other experiences that St. Mary's School plans for its pupils. The National Curriculum and The Early Years and Foundation Stage Curriculum are important elements of the school curriculum.

### Aims for the School Curriculum

- The school curriculum should aim to provide opportunities for all pupils to learn and to achieve.
- The school curriculum should aim to promote pupils' spiritual, moral, social and cultural development and prepare pupils for the opportunities, responsibilities and experiences of life.

### The Early Years and Foundation Stage

The last year of the Early Years and Foundation Stage is often described as the Reception Class. The Foundation Stage prepares children for learning in Key Stage 1.

Children are legally required to attend school from the beginning of the term after they reach their fifth birthday. It is a parent's right to choose full or part time education from the beginning of the Autumn Term. It is also a parent's right to defer entry until the child is five but this would be strongly discouraged by the School unless there were exceptional circumstances. We believe that we can provide the most appropriate curriculum for all children and that we have excellent resources to implement it.

The learning environment for our Reception children is carefully developed to support the children in their learning. The classroom is large, spacious and well equipped. The classroom has a covered outside area to facilitate outside learning. The outside area is fenced for safety and is equipped with play house, sand and water etc and is closely supervised by staff.

Young children will have had a wide range of different experiences and will have a wide range of skills and interests when starting school. We offer a well planned and resourced curriculum to take their learning forward and provide opportunities for all children to succeed in an atmosphere of care and of feeling valued.

Each child's progress is monitored closely to ensure that they are making progress and that particular difficulties in any of the areas of learning, whatever the cause, are identified and addressed. Monitoring each child's progress also ensures that his or her achievements can be celebrated.

## **The National Curriculum**

For more detailed curriculum information for each year group please see the school website.

In Key Stage 1 and 2 the following range of subjects are taught:

### **English**

The school follows the National Curriculum. Opportunities are given to practise and develop all styles of writing English; reporting, poetry, letter writing, imaginative prose etc. Structured lessons are given to improve grammar, spelling, punctuation and comprehension.

In the early stages we encourage developmental writing. Alongside this we teach basic skills of handwriting, phonics and spelling. We aim to extend children's vocabulary and they are encouraged to express themselves clearly, concisely, confidently and politely. We emphasise the importance of good listening skills.

Children are encouraged to take books home. In the Reception Year a meeting is held to explain how parents can help their children to acquire good reading and writing skills. The school has a recently refurbished library of books to share at home, and each class also has its own reading corner with a variety of books for pleasure and reference.

### **Mathematics**

The school follows the National Curriculum. We aim to make the teaching of Maths relevant to the children's needs, encouraging a positive attitude towards the subject as a creative and enjoyable area of the curriculum.

We expect children to develop quick mental skills and a sound understanding of written calculation methods and the number system, including tables when it is appropriate to their understanding. Children are also taught to use calculators as an aid to their mathematical thinking. We teach children to be aware of shape, distance, time, temperature, weight and capacity, to use appropriate means of measurement, and to interpret patterns in data.

Children are encouraged to estimate, to consider the sense of an answer, to check their work and to use sensible strategies for solving problems and investigations. We aim to develop children's confident use of Maths through individual and collaborative activities.



### **Computing**

ICT is used and taught throughout the curriculum. Every classroom is fitted with an interactive whiteboard. In addition the school is fitted with a wireless server and has an ICT suite, and a class set of iPads and mini iPads that can be used in all classrooms.

We are always looking to extend and enhance our ICT provision and provide exciting opportunities for children in this fast changing part of the curriculum.

We have a range of Policies to ensure correct use and safety when using ICT and particularly the internet.

### Religious Education

The school follows the West Sussex Agreed Syllabus and children learn about Christianity, Judaism, Hinduism and Islam. Collective Worship is held every day in accordance with statutory requirements. As a church school we also adopt the Gloucestershire Diocese Values for Life materials, which explore core values in a thematic way.

### Physical Education

The hall is equipped with a variety of apparatus for PE. We provide a range of physical activities in line with the National Curriculum, which includes dance, gymnastics, game skills, athletics and outdoor pursuits. All classes have regular PE lessons which amount to at least 2 hours a week.

Children in Year 3 are taught to swim at the Pavilions Leisure Centre during the Spring and Summer terms. We have a playground at school, and use of the Barrack Field just outside the school grounds. We have links to local sports clubs and provide specialist teaching through outside agencies wherever possible.



### Creative Curriculum

In order to best meet children's individual needs and interests we have a thematic Creative Curriculum. Termly and half termly topics ensure that skills are covered at an age appropriate level and that the requirements of all National Curriculum subject areas are met. Topics cover Science, History and Geography work alongside the Creative Arts. They give the children opportunities to use and apply the skills learnt in literacy, numeracy and ICT to real-life, practical situations and investigations.



Some of the topics covered throughout the school are Mini-beasts, Under the Sea, Fire, Into the Woods, Romans, Ancient Greece, Location Location Location, The Tudors and The Seaside.

Please see the school website for a breakdown of Topics for specific year groups.

### Forest Schools

We have introduced Forest School (FS) to St Mary's for children in Years 1, 3 and 5.

One of St Mary's stated aims is to 'inspire all our children to develop enquiring minds and a lifelong love of learning' through a 'broad and creative curriculum'. We believe that the FS curriculum offers a unique 'extra' something that fits exactly into this, as part of our desire to see children develop as fully rounded, spiritually aware human beings.



The FS curriculum is designed to take place outside (whatever the weather) in a woodland setting where children can safely play games, are set small achievable tasks (such as building shelters or story-telling chairs, using smell to follow a trail, etc), as well as learning how to use appropriate tools for lighting fires or for cooking. An important aspect is to enable our children to acquire age/experience appropriate skills including keeping safe in the outdoor environment, using hand tools for crafts and the safe use of fire.

### **Sex and Relationships Education**

Sex and Relationships Education is taught in an age appropriate way throughout the school. Our policy and programme of study are available on request from the school office and our policy is written within the West Sussex Sex Education Guidelines. Parents are always informed by letter when specific elements of our programme are being delivered in class so that they can work together with us.

### **Foreign Languages**

All children in Key Stage 2 will receive a half an hour Spanish lesson weekly delivered by a Spanish language assistant.

### **Special Educational Needs and Disability**

As a school we aim to support all our children. We make provision for some children to receive help if they have a special need, including physical and learning difficulties. We have excellent disability access.

Children with special needs are placed on a register so that their progress can be monitored and we can match support to their need. We inform parents if their child is identified as having a special need. Children may work separately or within their classrooms on an individual educational programme of study. An individual programme is drawn up by the class teacher in consultation with the Special Needs Co-ordinator (SENCO).

Please see our website for more SEND information and our local offer.

### **Very Able Children**

We identify very able children and monitor their progress, providing work that is suited to their abilities.

St Mary's is a member of a thriving cluster group of West Horsham schools. A variety of shared activities take place between the schools, giving our children a wide range of experiences, with an extended group of their own age. The cluster group benefits both staff and children through the co-operation and support of the other schools.

## **ASSESSMENT AND TESTING**

The school administers any required County or National testing, including Standard Assessment Tests at the end of Key Stage 1 and 2.

Your child's progress is closely monitored and is fed back to you through two parents evenings, and an end of year report. We will share any particular concerns about your child's progress with you as soon as possible and encourage parents to do likewise.

Summaries of previous National test results can be found on the school website.

## PASTORAL CARE

### WORKING IN PARTNERSHIP WITH PARENTS

The education of our children is very much a partnership between home and school. Parents are children's first and enduring teachers; they play a crucial role in helping their children to learn. Children achieve more when schools and parents work together. Parents can help effectively if they know what a school is trying to achieve and how to help. At St. Mary's School we enjoy a very successful partnership with our parents. Parents are encouraged to involve themselves in their child's learning and our Home School Agreement sets out the role of the school, parents and pupils in this vital partnership.

Parent helpers are welcomed in school and on class trips and make a great contribution to children's learning. All parent helpers are required to complete a DBS check and sign a Volunteers in School Agreement before beginning to help in school. We invite parents to assemblies on most Tuesdays and Fridays to share in the worship of the school.

### WORKING IN PARTNERSHIP WITH THE COMMUNITY

Children are encouraged to become responsible citizens and to be involved in the local and wider community. Our Harvest gifts are given to local charities. Children raise money to support a wide variety of charities every year.



We regularly participate in the Horsham Music Festival, the Flower Festival and Dancing in the Park. We work closely with Horsham Leisure Link who support and extend our Physical Education programme. We want our children to be life long learners and it is vital that they understand that learning is not confined to the classroom or school.

### HOMEWORK

We firmly believe that education is a partnership between home and school. We therefore encourage children to share ideas and to take some work home. Some of the best things you can do at home are share books together, play games with your children and take an interest in what your child is doing.

We do not intend homework to become an unreasonable burden for any child and consideration is given to the child's ability, to parental views, and to the appropriate class level and needs. We make allowances in our policy for the needs of children to have hobbies, go to clubs, and of course enjoy family life.

## **AFTER SCHOOL CLUBS AND OFF SITE ACTIVITIES**

After school clubs are offered to Key Stage 2 children. We have recently run successful clubs in hockey, football, netball, gymnastics, table tennis, chess, guitar and ukelele to name a few.

Explorer's Club, formerly known as Christian Union, which aims to promote the Christian faith in a fun way, meets during their lunch break once a week.

Year 6 children have an annual opportunity to go on a residential trip. We offer a French trip which includes cultural, as well as outdoor and adventurous activities. The children and staff learn a tremendous amount together on these trips and have a great deal of fun!

In addition to this, children go on a day visit most terms to such places as: RNLI Shoreham Lifeboat Station, The Sea Life Centre, Hever Castle, Horsham Museum, Chesworth Farm and Brighton and Hove Synagogue.



## **MEDICAL INFORMATION**

If children are unwell they must stay at home. Children must not return to school until they are well and until 48 hours have elapsed after the last episode of any vomiting or diarrhoea. We follow the Health Authority guidelines in cases where pupils have a contagious disease, e.g. chicken pox.

If a child is unwell in school, they are treated sympathetically, and parents are contacted if it is felt that they would be better off at home.

In the event of an injury which needs obvious medical attention, parents are called or an ambulance is called as necessary.

Staff are only allowed to administer medication in school under exceptional circumstances. This is only for any long-term medical condition that requires prescribed medication and only if a medication authorisation form is completed and held in the school office.

It is imperative that the school has an up-to-date list of contact details for parents. Please advise the school office of any changes to your details. If a child has a serious medical problem please notify the school office immediately. It is particularly important to let us know if your child has asthma and requires medication. When a child returns after an illness, but is required to complete a course of medicine, please discuss it with the school office as you will need to administer this yourself. Try to ensure that a child does not return to school until they are fit. Illness spreads easily in the confines of the classroom and a busy school day requires a lot of energy.

The school now has its own defibrillator, kindly donated in memory of a previous Headteacher.

## **PUPILS WITH PHYSICAL DISABILITIES**

The school is proactive in ensuring that the curriculum is accessible to all children and pupils with disabilities are treated no less favourably than other pupils as set out in The Disability Discrimination Act (1995). We have a toilet with access for people with disabilities and a platform lift at the school entrance. All areas of the school are wheelchair accessible. We are currently exploring ways to make the school building and curriculum even more accessible for those with disabilities.

## **SAFEGUARDING**

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at this school.

Parents should be aware that all staff and volunteers at the school have a duty to report any concerns they may have about a pupil's welfare. Sometimes we may need to share this information and work in partnership with other agencies when there are concerns that a child may have been abused or be at risk of abuse. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move might put the child at risk.

The school has Safeguarding, Prevent and Child Protection policies: parents may access these via the school website.

## **DISCIPLINE**

St. Mary's children are expected to behave in a thoughtful, caring and well-mannered way. The School's Christian ethos anticipates self-discipline and consideration for others and our aim is to achieve this through example, praise and encouragement.

A copy of the School's Behaviour Policy is issued to every parent upon entry to the school and this policy sets out the link between pupils' rights and responsibilities. It also lists the approaches the staff will adopt if bullying of any sort, including racial, is suspected. Guidance is also given to those who may be affected by bullying: the victim, the bully, parents and witnesses. The School's Behaviour Policy takes into account the DFE Guidelines on Social Inclusion, a copy of which can be found on the school website.

## **CAR PARKING.**

Due to the location of the school, car parking continues to be a difficulty. In the interest of the safety of the children please keep the entrance to the school and the pavement free from cars.

**Please note that it is a police offence to park on the yellow zigzag lines.**

Parking permits are issued when your child starts school, these allow some leeway to the Council parking restrictions and car parking charges at drop off and pick up times.

**Parents must not park in the school car park or driveway as we do not have the space to accommodate parents' cars under any circumstances.**



We have cycle and scooter racks for use by the children and lockers are available for the storage of cycle helmets. Bicycles and scooters are left at school at the owner's risk.

## **UNIFORM**

School uniform is important. We believe it gives all children a shared identity and helps to keep them safe. We actively encourage parents and carers to support this. A full list of uniform is available from the school office.

**All items of clothing must be named.**

All items of uniform specific to St Mary's are available from our supplier Taylor Made Uniforms [www.taylormadeuniforms.co.uk](http://www.taylormadeuniforms.co.uk). Other items e.g. grey trousers, skirts and white shirts or polo shirts are widely available at many high street stores.

**Any children with long hair are expected to have it tied back at all times.**

**Nail Varnish should not be worn in school at any time.**

**The only items of jewellery allowed are watches and small stud earrings, which must be taped or removed for PE.**

## **SCHOOL VISITS AND CHARGING POLICY**

The charging policy for St. Mary's School complies with the 1988 Education Reform Act. As there is no central fund for visits that involve transport and entrance fees, such activities rely on voluntary contributions from parents. Although children are not excluded from visits if their parents do not make a donation, schools are entitled to cancel a visit if contributions do not cover costs. Parents who have any concerns about donations must always feel free to speak to the Headteacher, in confidence. Children who qualify for Pupil Premium are fully subsidised for all day trips and visits.

A general consent form is signed to cover local visits. Specific consent forms are signed for class outings.

Our Charging and Remissions policy is available from the school office or on the school website.

## **COMPLAINTS**

The Governing Body has a procedure for handling complaints; a copy can be obtained from the website or the school office. The following is a summary of the procedure

- **“Informal”** Stage 1 a complaint should initially be made to the class teacher.
- **“Informal”** Stage 2 if not resolved, the complaint should be referred to the Headteacher. If the case could involve disciplinary or legal action against the Headteacher, the complaint should be referred to the Chairman of the Governing Body.
- **“Formal”** Stage 3 if not resolved, the complaint should be referred to the Chairman of the Governing Body who will arrange for it to be dealt with by a committee of Governors set up for that purpose.

*In reality, the majority of complaints are dealt with informally by discussion with the class teacher or Headteacher who are always available to talk to parents.*