



ST. MARY'S CE
PRIMARY SCHOOL

Love, Trust & Hope

Parents' Handbook 2019 - 20



WELCOME MESSAGE

I feel very proud to be the Head Teacher at St Mary's CE Primary School. I am passionate about working in partnership with the children, staff, Academy Councillors and yourselves as the parent community to continue to develop St Mary's as an exciting, happy and successful school.

The aims and values of our school are at the very heart of everything we do and is the golden thread which runs through our school. We are a family at St Mary's who cares for one another and invests in the uniqueness of each individual. Our Christian Values of: Love, Trust and Hope is deep rooted within us all.

For me the needs of the children are always paramount in the life and decision making within a school. I strongly believe in providing the children with exciting, creative and meaningful learning experiences, which build their enthusiasm for learning and help them to grow and develop positively embedding a love for learning which is a lifelong legacy. I think it is crucial to involve the children and their families as partners in their education. I am keen on building a whole school community which thrives on mutual respect and values positive relationships listening to the needs of those whom we serve.

At St Mary's we have a positive and successful partnership, growing and developing together as a whole school community so that we provide an all-round educational experience in which everyone can flourish together.

St Mary's truly 'Invests in the uniqueness of each individual', which is what I am so very proud of.

CONTACT DETAILS

School Address:

St Marys CE Primary School

The Green Long Newton

Stockton on Tees

TS21 1DL

Telephone: 01642 581716

Email: stmarys@sbcschools.org.uk

Website: www.stmaryscephprimary.co.uk



OUR VISION AND VALUES

Vision

An Inclusive Christian Family learning and growing together. Investing in the uniqueness of each individual, which is firmly rooted and is the Golden Thread running through everything we do.

Mission

- Successful Learners, who enjoy learning, make excellent progress and achieve to the best of their ability.
- Confident Individuals who feel safe, are resilient when facing difficulty, happy, healthy, enjoy a challenge and display authenticity through their developing personality.
- Responsible Citizens who care for one another and their environment and make positive contributions to the community and the wider world.

Motto

“Investing In The Uniqueness Of Each Individual”
“I Am Fearfully And Wonderfully Made” – Psalms 134 v14

Christian Values

Our core Christian Values are:

Love

Our love for one another, our love for our school and God’s world.

“Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres”.

1 Corinthians 13:4-8

Trust

Our trust in one another to do the right thing and live by our Core Values. To accept our differences, feel valued as an individual and trust in one another’s goodness. To feel safe, secure and fully included in our school community.

“Trust in the Lord. Have faith, do not despair. Trust in the Lord” Psalm 27:14

“You, Lord, give perfect peace to those who keep their purpose firm and put their trust in you” Isaiah 26:3

Hope

Hope for our future, hope for our community, hope for the world in which we live. To be aspirational, aiming high in all we do.

“Remember that I have commanded you to be determined and confident! Do not be afraid or discouraged, for I, the Lord your God, am with you wherever you go”

Joshua 1:9



STAFF LIST 2019 - 2020

Nursery and Reception:	Mrs Morris and Mrs Barwick Miss Daley and Mrs Overrend
Year 1 / 2	Ms Saunderson-Darkes Mrs Corcoran and Miss Lowther
Year 3 / 4	Ms Heaney Mrs Hissit
Year 5	Mrs Green
Year 6	Mrs McPhail and Mrs Corcoran
Year 5 / 6	Mrs McPhail and Mrs Robertson

SCHOOL DATES 2019 - 20

Summer term 2019

The Summer term runs from:

Tuesday 23 April 2019 to Tuesday 23 July 2019

Bank holidays (school closed):

Monday 6 May 2019

Half-term runs from:

Monday 27 May 2019 to Friday 31 May 2019 (includes bank holiday on Monday 27 May 2019)

Summer holidays run from:

Wednesday 24 July 2019 to Friday 30 August 2019

Autumn term 2019

The Autumn term runs from:

Monday 2 September 2019 to Friday 20 December 2019

Half-term runs from:

Monday 28 October 2019 to Friday 1 November 2019

Christmas holidays run from:

Monday 23 December 2019 to Friday 3 January 2020

Includes bank holidays on Wednesday 25 December 2019, Thursday 26 December 2019 and Wednesday 1 January 2020.

Spring term 2020

The Spring term runs from:

Monday 6 January 2020 to Friday 3 April 2020

Half-term runs from:

Monday 17 February 2020 to Friday 21 February 2020



Easter holidays run from:

Monday 6 April 2020 to Friday 17 April 2020

Includes bank holidays on Friday 10 April 2020 and Monday 13 April 2020

Summer term 2020

The Summer term runs from:

Monday 20 April 2020 to Monday 20 July 2020

Bank holidays (school closed):

Friday 8 May 2020

Half-term runs from:

Monday 25 May 2020 to Friday 29 May 2020 (includes bank holiday on Monday 25 May 2020)

Summer holidays run from:

Tuesday 21 July 2020 to Monday 31 August 2020 (includes bank holiday on Monday 31 August 2020)

Professional Development days (School closed to pupils)

Friday 4th October 2019

Monday 4 November 2019

Friday 20 December 2019

Friday 5 June 2020

Monday 20 July 2020

TIMINGS OF THE SCHOOL DAY

School opens at 8.45am

Morning Break – 10:30am – 10.45am

Lunch Break (EYFS) – 11.45am – 12:45pm

Lunch Break (KS1) – 12:00pm – 1:00pm

Lunch Break (KS2) – 12:15pm – 12:55pm

Afternoon Break – 2:00pm – 2:10pm

End of School Day – 3:15pm



DROP OFF AND PICK UP ARRANGEMENTS

Late Arrivals

Children arriving after registration at 8.55am are asked to enter by the main entrance and register at the office.

End of School day

Parents and carers are asked to collect children from the area outside their child's classroom at the end of the school day. Parents are asked to wait for the class teacher to bring the children outside.

Late Collections

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school.

School Safety

The gates are locked between 8.55am and 3.15pm each day to ensure children's safety. Please use the main front door and report to the office if you need to come into school during the day.

No dogs or smoking on the school site.

PUPIL PREMIUM

Schools can receive the Pupil Premium Plus for children adopted from care, or who left care under a Special Guardianship Order or Child Arrangement Order (Residence Order). The Pupil Premium Plus can be used to provide additional resources to help raise attainment.

Pupils that are eligible include those:

- that were adopted from care
- that left care under a Special Guardianship Order
- that left care under a Residential Order on or after 14 October 1991 (under the Children Act 1989);
- that left care through a Child Arrangement Order
- that were in "State Care" outside England and Wales

If your child is eligible and you would like the school to receive this funding, then you need to let the school know.

To enable your child's school to claim the Pupil Premium Plus, you will need to inform the school about your child and provide supporting evidence, for example, show the school the original Adoption (Court) Order. As this document will contain sensitive information about the child's original birth family it is acceptable to photocopy the original document and hide the confidential information.



You will need to self-declare before the [insert date] and the information will be recorded on the next school census in January 2018. This will then trigger the payment of the Pupil Premium Plus to the school.

More information is available at: <http://www.adoptionuk.org/pupil-premium-plus>

SCHOOL LUNCH

Our school meals are always fresh, very nutritious, and great value for money. A two-course meal including a drink is only £10.25 weekly, that's £2.05 a day for Key Stage 2 children. Key Stage 1 children are entitled to a free school meal.

School lunch menus are published on the school website and are updated termly.

Free school meals entitlement

Free school meals are available to all key stage one pupils and to children whose parents receive certain benefits, if you meet the criteria please apply as this will ensure that the school your child attends receives additional funding to support your child's education. Further details are available on Stockton Borough Council website.

Alternatively, children may bring a packed lunch. Our school supports the Healthy Schools Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch. **NO NUTS OF ANY KIND** are allowed (including peanut butter)

Payment

All pupils in KS1 are currently entitled to a Universal Free School Meal.

The cost of lunch for children in KS2 is £2.05 per day. All payments are to be made via ParentPay.com. Parents are asked to ensure that their account remains in credit so that their child is able to order a school meal.

Water Bottles

Children are encouraged to bring in water bottles to drink during the day. These should only contain water and children will not be permitted to drink anything other than water during lesson times.

Children are also able to access a drink of water during the school day from the water cooler.

MILK

We are now using 'Cool Milk' (who work in conjunction with the NSPCC), from January and you can pay for this directly. If you wish your child to have milk during morning break, there will be a charge of 22p per day. Nursery and Reception will continue to receive their



daily free entitlement. Please log-on to <https://customers.coolmilk.com/V2/AddChild/> for further details and to register your child.

P.E.

P.E. is a statutory requirement of the National Curriculum and we undertake a wide variety of activities to enhance school life and give opportunities to have a 'taste' of new sports and to take part in festivals and competitions. It is vital that all children have their **P.E. kit with them each day**, even if they do not normally have P.E. that day. To ensure that all children are able to participate we will issue children with spare kit so that they can participate if they do not have their own kit with them at school. Children may still come to school in their P.E kit on a Friday. Thank you again for ensuring children are not wearing ear-rings at school.

We have commenced our 'Daily Mile', which can be completed by either: running, walking, jogging, skipping or a combination of all. We have been overwhelmed by the enthusiasm shown. Please can you ensure children have a spare pair of suitable footwear as the weather is changeable at the moment.

Swimming

Last year the Local Authority introduced termly blocks of swimming lessons. Children will be required to bring their swimming kits, including a hat, each day.

Termly blocks of swimming lessons are as follows:

Year 5/6 two-week block is between the 16th September- 27th September.

Year 1/2 two-week block is between the 6th January- 17th January.

Year 3/4 two-week block is between 20th April- 1st May.



UNIFORM

School uniform is available to purchase from Motif8 Embroidery & Print Limited

www.motif8.co.uk

School uniform is as follows:

Grey/black trousers, shorts, skirt, calottes or pinafore

Blue gingham dresses in warmer weather

Blue shirt, polo shirt or blouse

Blue gingham summer dress

Black school shoes- no trainers

Maroon sweatshirt or cardigan

PE Kit:

White PE t-shirt

Black shorts, skorts or tracksuit bottoms

Black tracksuit top

Trainers

Please note that you are not required to have uniform with the school logo on.

PE kit **must** arrive in school on a Monday morning, it will then be returned home on a Friday afternoon. We have P.E sessions during the week, which are subject to change, ensuring your child has their P.E kit in school at all times, is important. The timetable for P.E has not yet been confirmed so we request your child brings their kit into school every day. Please ensure all uniform is clearly labelled.

Jewellery and Hair

Children are not permitted to wear jewellery in school other than and a watch.

Children are encouraged to tie long hair back for practical, health and safety reasons. Hair bands should be plain; novelty hair bands are not permitted.

Children are not permitted to wear make-up during the school day for any reason. The wearing of nail varnish is discouraged.



HOME - SCHOOL COMMUNICATION

School Ping, School Website, Learning Platform, and Facebook:

stmarysprimary.co.uk

st-marys-stockton.secure-dbprimary.com

Newsletters and School Website:

As we continue to strive to be more environmentally friendly and to save paper and printing costs, a copy of each newsletter is placed on our school website. Our website address is stmarysprimary.co.uk: The school website also contains the following information for your consideration:

- School term, holiday and Family Worship dates
- Termly curriculum and club information
- Special dates, visits and trip information
- School policies, Governing Body and The Friends Group information

EDUCATIONAL VISITS

School trips and in-school visits are an essential part of your child's learning and development. During the academic year, your child will be undertaking a number of trips including for example a walk into the village, a theatre visit, trips further afield or enjoying sessions from visitors in school. In order for your child to participate in these activities, you will be asked to give your permission by signing and returning a trip consent form, and you may be asked for a voluntary contribution, paid via the online payment system. If insufficient voluntary contributions are received it may not be possible for the visit to go ahead.

You will always be advised of any major trips in advance. We warmly welcome parents, guardians or grandparents to come with us as helpers on our trips. Please come and talk to us nearer the time, if you are interested in helping on any of our trips.

Pupils receiving Pupil Premium may be able to receive assistance with payment for school visits. Please ask at the office for details.



BEFORE AND AFTER SCHOOL CLUB

Before and After School Club provides independent childcare for children attending St Marys CE Primary School.

Hours of opening: 7am to 8.45am, then 3.15pm to 6pm, Monday – Friday, term time only.

Please contact Mrs Parkinson 07496 835279 or stmarysbasclub@gmail.com

SCHOOL CLUBS

School Clubs will commence at the first week of every term. Information regarding clubs are as follows:

Monday-	Board game club 12.30pm-1pm Basketball for KS2 children 3.15-4.15pm What a Racquet for KS1 children 3.15-4pm
Tuesday-	Boxfit for children Y2-Y6 3.15pm-4pm
Wednesday-	Dance Fuzion- 3.15pm-4.15pm Football Club KS1 and KS2 3.15-4.15pm
Thursday-	Brass Group Band 12.30-1pm Choir (junior choir 3.15-4pm and senior choir 3.15-4.30pm)

Attendance at all clubs is dependent upon excellent behaviour. An adult must collect all children attending clubs after school promptly.

After school sports club will cost £2 per session per child apart from those ran by School staff and Dancefuzion, (which requires registration and payment to Sam).

Payment should be made at the beginning of each term via Parent Pay. The charges will help cover coach and licence fees, and use of any equipment.

ONLINE PAYMENT

St Marys CE Primary School operates a cashless online payment system for all monetary transactions. Parents are issued with a log in for each child to enable them to set up an online account as soon as your child starts with us. Any payment for uniform, lunches, trips etc is paid for using this system.



ILLNESS AND MEDICATION

Illness and Emergencies

If a child becomes ill or sick at school, parents are contacted by telephone so that they can collect their child. Qualified Paediatric First Aiders deal with cuts and grazes etc.

Emergency telephone contact numbers must be provided. Please remember to notify school immediately of any change in address or telephone number.

Medicines

In order to comply with regulations laid down by Health & Safety at Work Act, schools are being advised that any medication required during the school hours should be administered by parent/carers. We will, however, administer medicines for chronic illnesses such as asthma, diabetes, epilepsy etc. as instructed. A medical consent form must be completed with full details of medical condition and this must be discussed with Mrs Corcoran.

Please give antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer prescription medicine, it is essential that you complete the relevant form at the school office, giving full details and consent. School will not administer any non-prescription medication.

Medical Conditions

If your child has a medical condition we would ask that you make an appointment to discuss it with Mrs Corcoran so that a Health Care Plan can be set up for your child.

ABSENCE

Parents must let the school know if their child is absent from school as soon as possible by telephone before 9:05am. Please telephone the school on each subsequent day of their absence. If we have not received contact from you by 9.30am, a member of the office staff will phone home as part of our First Response procedure. Please telephone the school on each day of your child's absence.

If your child is late into school for any reason and requires a school lunch, please inform the school office as meals have to be ordered by 9:30am.

Holidays

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute exceptional circumstances and will not be authorised by the Headteacher.

Parents are reminded that they should not take children out of school during term time. A copy of the school's Attendance Policy is available to view on the school website.



ACADEMY COUNCILLORS GOVERNING BODY

The Academy Councillors Governing Body is made up of people who are committed to promoting a high standard of educational achievements in our school.

Head Teacher

Mrs. Emma Robertson

Local Authority Governor

Mr. Keith Hissitt

Parent Governors

Mr. Jason Clark

Mr. David Artley

Staff Governor

Ms. Alison Saunderson-Darkes

Foundation Governors

Mrs. Kate Holmes

Mrs. Christine Knaggs

Reverend John Lambert

Mrs. Kathleen Snowdon

Mrs. Jennifer Lewis

Mrs. Antonia Chapman-Jones

VOLUNTEERS

Thank you to all of the parents who kindly give of their time to help at school. If anyone has an hour or two spare any afternoon, we would be grateful of offers to help. As you are aware all new helpers must undergo a DBS enhanced check.

COMPLAINTS

Parents are encouraged to communicate concerns and issues to the class teacher or member of staff responsible so that the concern can be resolved as quickly as possible. Where parents are unable to do this or are not satisfied that the situation has been resolved, an appointment with the Head Teacher should be made.



SAFEGUARDING DUTY

We would like to remind visitors of our policy that they turn off and do not access their phones whilst they are in the school building. May we also remind parents that they should enter the school building through the doors at the main reception and not through the class doors (children and staff only). This will ensure that no unauthorised person may enter the building and will keep everyone safe.

As a school we aim to create an atmosphere in which children feel secure and valued. We work in partnership with parents and carers to support children in every way possible. The Children's Act places a clear responsibility on schools to ensure that they work together with agencies to safeguard and promote the welfare of all children. In line with Government and Child Protection Policy, if safeguarding concerns are raised by the school, a child, or a parent, the matter is referred to Social Services.

ATTENDANCE AND REQUEST FOR ABSENCE

Our school has a target of 96% attendance. We would like to remind parents of the importance of regular attendance and punctuality at school for all children. Our registers are regularly checked by the local authority and the government has set 90% as the benchmark for attendance. Those children whose attendance falls below 90% are classified as a persistent absentee and intervention with possible legal proceedings may follow. This can be a very distressing situation for all concerned and we wish to avoid the situation occurring. Should any parent wish to discuss their child's attendance or punctuality please do not hesitate to contact me. May we thank parents for telephoning each day when children are ill, for completing the request for absence forms and for copies of medical appointment cards which we are able to show the Attendance Officer as either proof of genuine absence or knowledge of where children have been when they are absent from school. This prevents parents being contacted by the Attendance Officer.

PARENT VIEW

Ofsted has an online questionnaire which allows parents and carers to express their views on their child's school at any time during an academic year. It is a 12 question survey (tick boxes without commentary) which can be completed following registration or the site can be accessed to find other people's views about a school. It can be accessed at: <http://parentview.ofsted.gov.uk> It will not replace our own annual survey but will be an additional way of gathering information. Thank you to those who completed the parents evening questionnaire, it gives us another opportunity to gather parent/carers and children's views.



YEAR 6 SATs

The Year 6 SAT's will be held the week beginning 11th May 2020. It is very important that all Year 6 children have excellent attendance prior to the tests and are present in school for the whole period as these tests are national tests and cannot be taken at any other time.

Week beginning 2nd March we are having Mock SAT's week. This is an opportunity for the children to prepare for the forthcoming tests.

DATA PROTECTION

In order to comply with the 2018 Data Protection legislation and GDPR, you are informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. The information you provide will be used for the purposes of maintaining accurate records with regard to registration and contact details.

Also statistical information required by other education bodies such as a new school, LEA, OFSTED, and the DfES.

In order to provide effective educational services and to ensure the accuracy of the information supplied, we may share this information with other bodies, in particular, the Local Education Authority and Health Authority and DfES.

If you have any queries about the processing of your data or would like to know what information we hold about you; then please read our Privacy Statement on our school website.

