

St Mary's Catholic Primary
Academy

Prospectus



2021/2022

Believe + Achieve + Aspire



St Mary's Catholic Primary Academy

Principal: Mrs V Minihane

Vice Principal: Mrs S Smith
Acting Assistant Principal Mrs K Cox

Chair of Governors: Mrs M Casey

Address: St Mary's Catholic Primary Academy
Cannock Road
Wolverhampton
WV10 8PG

Telephone: (01902) 308870
Website: www.stmaryscpa.co.uk
Email: stmarysprimaryschool@wolverhampton.gov.uk
Facebook: @stmaryscpa

St Mary's is an Academy school which is part of the St Francis and St Clare Catholic Multi Academy Company. The School is administered by a Board of Directors and a school governing body. The school is funded directly by the Secretary of State for Education and is owned by the Roman Catholic Archdiocese of Birmingham.

Wolverhampton Education Authority: Civic Centre
St Peter's Square
Wolverhampton
Telephone: (01902) 556556

Diocesan Schools' Commission: 61 Coventry Road
Coleshill
Birmingham
Telephone: (01675) 430 230

St Mary's Mission Statement

"The Spirit of Jesus Christ in our heads, hearts, words and actions, where we learn and grow together."

General Information

St Mary's provides nursery, infant and junior education for both boys and girls until they transfer to secondary school at the age of 11.

Parents who wish their children to attend St Mary's are welcome to contact the school to arrange a visit with the Principal or Vice Principal.

School Times

AM Nursery:	8.40am – 11.40am
PM Nursery:	12.30pm – 3.30pm
Reception:	8.45am – 3.15pm (reception gate opens from 8.35am)
Y1 & Y2:	8.45am – 3.15pm (infant door open from 8.35am)
Y3 & Y4:	8.45am – 3.20pm (playground gate opens from 8.35am)
Y5 & Y6:	8.45am - 3.25pm (playground gate opens from 8.35am)

Children should be ready to enter class before these start times. Please note that any child who arrives ten minutes after the start time will not be allowed into Nursery as they will disrupt the learning for other children. Please note that if a parent arranges for their child to be collected by someone else, they should notify the school in advance. The nursery staff will not release a child into the care of anyone who appears to **be under 16 years of age**.

All children will be expected to enter school immediately on arrival (via their designated entrance points) where they will complete 'walk into learning' tasks or 'pre-teaching' activities. All children must be in their classes for registration from 8.45am.

It is expected that infant children (KS1) will remain in the care of their parents or another responsible adult until entering school from 8.35am through the infant corridor entrance (Reception children enter school from 8.30am via the reception entrance from the Cannock Road and must be in their classes for registration no later than 8.45am).

Parents who wish to speak briefly to a member of staff can do so any afternoon at the school gate or can make an appointment with a teacher or Principal/Vice Principal by contacting the school office. Parents also have the option of emailing the class teacher via the year group email addresses – please note: class teaches will aim to respond within 24 hours Monday to Friday:

nursery@stmaryscpa.co.uk
reception@stmaryscpaa.co.uk
year1@stmaryscpa.co.uk
year2@stmaryscpa.co.uk
year3@stmaryscpa.co.uk
year4@stmaryscpa.co.uk
year5@stmaryscpa.co.uk
year6@stmaryscpa.co.uk

Home School Communication

We feel that communication between home and school is invaluable and we communicate with parents in a variety of ways. Letters are emailed to parents (we do not send paper letters home) and copies are uploaded to the school website **www.stmaryscpa.co.uk** (click on the Parents/Carers tab then the Letters for Parents/Carers link). We also use text messaging, Facebook and year group emails to communicate with parents. Please ensure you provide us with up to date contact details and advise us of any changes immediately.

Admission to School

Admission to Nursery does not guarantee a place in the school.

Applications for admission to the school are to be made via the Wolverhampton Local Authority. If your child is Catholic, you will need to fill in a Supplementary Information Form (SIF) and provide the school with a copy of their Baptism Certificate before the application deadline as this will affect ranking.

The school's Reception admission number is 60 pupils.

The Admission criteria of St Mary's Catholic Primary Academy is as follows:

If the number of applications exceeds the standard number, places will be allocated in the following order of priority:

1. Baptised Catholic children who are in the care of the Local Authority (Children and Young People in Care) or provided with accommodation by them (e.g. Children with foster parents) (section 22 of the Children Act 1989).
2. Baptised Catholic children living in the Parish of Our Lady of Perpetual Succour who have a brother or sister in the school at the time of admission.

3. Baptised Catholic children living in the Parish of Our Lady of Perpetual Succour.
4. Baptised Catholic children living outside the Parish of Our Lady of Perpetual Succour who have a brother or sister in the school at the time of admission.
5. Baptised Catholic children living outside the Parish of Our Lady of Perpetual Succour, who are in the care of a local authority.
6. Non-Catholic children who are in the care of a Local Authority (Children and Young People in Care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children's Act 1989).
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic Children.

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Please see our website www.stmaryscpa.co.uk/admissions for our current full Admissions Policy.

School Organisation

Classroom organisation and teaching methods depend on the particular lesson. There is a carefully planned mixture of approaches and the emphasis tends to be on whole-class teaching. All classroom routines and systems are based on a collaborative approach among all of the staff from Nursery through to Year 6.

Discipline in the school is based on Catholic values. Ordered and disciplined behaviour is expected of all children, both in and out of school. In our school, praise and encouragement underpin teaching. Children are rewarded for good behaviour and good work with stickers, housepoints and Behaviour Champion badges.

The school imposes sanctions for poor behaviour. These involve pupils being given conduct points which are logged on our behaviour system and monitored regularly by the Senior Management Team (SMT). Pupils also miss break-times, have time-out in lessons or follow a specific behaviour plan if needed. Children will have the chance to earn housepoints following their poor behaviour as the school believes in a positive approach towards discipline. Each term the housepoints of each pupil are analysed and the highest achieving pupils are rewarded with an afternoon of treats (e.g. an activity event). Where behaviour does not improve, or where serious incidents occur; such as violence or serious bad language, then parents/carers will be contacted and asked to come to school to discuss the matter further.

Please see our full Behaviour Policy on our school website
www.stmaryscpa.co.uk/policies

Our School Virtues

The school has adopted the following virtues which form part of our school mission and ethos. They form a Catholic Pupil Profile and provide guidance on the type of people that we want our children to be when they leave us in Year 6.



We respect and value all members of our school community. Our virtues remind us how to behave as good people and we would ask that all parents try to gain an understanding of their meaning so that they can discuss them with their children.

Religious Education

St Mary's is a Catholic Primary Academy where Religious Education is given in accordance with the teachings of the Roman Catholic Church.

As a Catholic Primary Academy, the basic religious ethos is to be found across the whole curriculum and not just within the RE timetable. The whole aim of the school is the Christian growth of the children, not simply their growth in their own faith but their growing awareness of the world as a maturing Christian. Other faiths are respected and taught throughout the curriculum but fundamentally, we are a Catholic school and we expect all members of our school community to respect and support our ethos and Catholic values

The school follows the Diocesan 'Learning and Growing as the People of God' programme for Religious Education. While children follow specific programmes of study in Year 3 and Year 6, children are prepared for the Sacraments by the parish, not the school. Arrangements must be made on an individual basis with the Parish Priest to discuss a child's suitability for receiving the sacraments at the appropriate time:

Reconciliation and Holy Eucharist - from Year 3
Confirmation - from Year 6

Parents wishing for their children to receive these sacraments should contact the parish priest directly.

In school, each day begins with an act of collective worship either in the classroom or in the school hall. The whole school attends Mass usually twice per half term. There is a Key Stage 2 Mass and liturgy services in school for classes in Early Years and Key Stage 1 once a month.

Once a month, children lead the parish Sunday Mass at 10.30am in Church. Parents and families are notified and invited to attend.

We expect children to learn the following prayers throughout the school:

Foundation Stage

Sign of the Cross
Our Father
Hail Mary
Morning Prayer
Evening Prayer
Grace before meals
Grace after meals

Year 1

Glory Be
Prayer to the Guardian Angel
Act of Faith, Hope & Love

Year 2

Eternal Rest
Act of Faith
Act of Hope
Prayer of St. Francis of Assisi
Joyful Mysteries

Year 3

Act of Love
Act of Sorrow
The Angelus
Luminous Mysteries

Year 4

Prayer to the Guardian Angel
Prayer of St. Richard of Chichester
The Memorare
Sorrowful Mysteries

Year 5

Regina Caeli
The Magnificat
Diocesan Prayer for Vocations
Glorious Mysteries

Year 6

Hail Holy Queen
Prayer to the Holy Spirit
The Rosary including The Apostles Creed
The Stations of the Cross

The Curriculum

At St Mary's, our Catholic Pupil Profile is at the core of our curriculum. We ensure that all of our pupils respect each other and have respect for people of all faiths, race and gender. Everyone has the right to be treated with respect and dignity. There is a focus on developing children's moral, spiritual, social, vocational and cultural understanding and we ensure that children are well prepared for life in modern Britain.

Our curriculum is designed to meet the needs of all children and families within our community. Through careful planning, our curriculum is designed to provide all children with opportunities, skills and experiences which they need to be successful in their education and life beyond St Mary's.

Being part of St Francis and St Clare Multi Academy Company – a family of many primaries and two secondary schools - we do not see each child's time at St Mary's as an isolated experience, but rather as part of a longer journey of building on their knowledge and skills which will prepare them to take up their place in the world as tolerant, open-minded, productive citizens serving the common good.

Our curriculum offer for our children has been carefully designed to ensure all National Curriculum requirements are met, but it also provides all of our learners with memorable experiences, diverse, rich and exciting opportunities from which they can learn and develop a range of transferable skills for the next stage in their lives.

A primary focus of our curriculum is to identify children's interests but to also identify their barriers to learning in the community we serve. We aim to provide an

opportunity to develop interests and overcome barriers through our 'Curriculum Drivers'. These 'drivers' are used to underpin the direction and development of all areas of school life and to ensure our curriculum is enriched and personalised in order to meet the needs, interests and ambitions of our children and families.

Our Curriculum Drivers:

- Aspiration
- Healthy lifestyle
- Communication
- Community
- Knowledge of the World

We believe in a flexible curriculum which is driven by the pupils' interests and one which can be responsive to world or local events/needs. We review the curriculum regularly, including the 'Curriculum Drivers' and engage all staff in the process of continually improving the offer for our children.

The curriculum is organised according to the National Curriculum. This consists of the following subjects:

Religious Education, English, Mathematics and Science. The core subjects receive the larger proportion of the timetable.

The foundation subjects, Design & Technology, Geography, History, Art and Design, Physical Education, Modern Foreign Language (MFL), Personal Social Health and Economic (PSHE) including Relationships and Health Education, Computing and Music receive the remaining teaching time. Some of the work is organised in a cross-curricular way as many attainment targets concerning content, method and skills are common to more than one subject.

A typical morning at St Mary's starts with a collective worship or an Assembly. The timetable is planned so that the pupils will learn how to become responsible for their own learning. Great emphasis is placed on RE, English and Maths. However, these subjects could be taking place at **any** time during the day.

The Ruth Miskin - Read Write Inc - Phonics Programme is taught from Reception (and initial sounds at the end of nursery) until children reach the necessary level to move onto the Read Write Inc Comprehension Scheme. Junior (KS2) children read the Tree Tops Scheme and spelling continues to be taught, linked to phonic knowledge, throughout Key Stage 2. The Oxford Reading Tree Scheme is used in Reception, Year 1 & Year 2 as home readers, alongside additional phonics reading books which allow children to practise specific sounds taught each week. We teach Maths in line with the National Curriculum using a range of resources based on the Mastery approach.

Relationships and Health Education

Our policy on Relationships and Health Education fully accords with the teachings of our Church. It recognises that the parent is the first teacher in such matters. In line with DfE and Diocesan guidance, our policy on Relationships and Health Education can be viewed on our school website – please see policies.

Sporting Aims

All the children are taught a wide range of sports as part of the PE curriculum by either their class teachers or our specialist PE teacher. In addition to this, there are many extra-curricular clubs throughout the school year provided by staff and external providers which are heavily subsidised using our PE and Sports Premium Grant.

PE and Swimming

PE, swimming (for children in Year 4) and games are all part of a child's education. As outlined in the Education Act, all children must take part and be properly equipped. Please supply your child with swimming and a proper PE kit as stated in the uniform guidance.

Special Education Needs

The SEND Governor and SENDCO (Special Needs Co-ordinator) work hard to ensure accessibility for all. We welcome any child who meets the admission criteria into the school and have Accessibility plans. The special needs of our children are identified and assessed as early as possible in their school careers. The class teacher and the SENDCO then draw up a plan to help meet those needs and parents are invited to contribute to this plan. In practice, less able children are either withdrawn in small groups or receive extra assistance from adults, within the classroom, alongside the class teacher. The school works hard with parents to ensure that children with special educational needs receive the maximum support available. There is clear differentiation for all pupils to ensure that more able children are stretched and the less able are supported appropriately in their learning.

If there are concerns with a pupil's progress, despite the delivery of high quality interventions, we will seek advice from external agencies regarding strategies and support to best meet the needs of individual pupils. This will only be done with parental consent.

Homework Policy

Children are expected to read with their parents/carers at home on a regular basis throughout the week and are expected to have logged this reading on at least three occasions using our GoRead app. Our behaviour and rewards system reflects this as pupils are given housepoints when they read regularly at home to an adult with an aim of receiving a reading reward each term. A reading diary is provided if parents/carers are unable to access the GoRead app.

From Year 1 onwards, children are given spellings, number bonds and times tables to learn at home. In KS1, one piece of class homework will be given every Friday (via Google Classroom) which must be completed and submitted by a time decided by the class teacher. Weekly spellings are taught on a Friday and the children will be tested the following Friday.

In KS2, times tables homework will be given to all classes each week via Times Tables Rockstars. Weekly spellings are taught on a Friday and sent home ready for a test on the following Friday. In Y6, children will be given additional SATS homework.

All pupils will be given a homework book and access to Google Classroom where they will be given clear instructions on how to complete their work. These homework books will be taken home **daily** and we request that parents monitor that homework is done. All pupils need to read at least three times a week and have their reading logged on their GoRead app by the adult who hears them read. Reception children will take home key words to read and spell at home. The purpose of this homework is to establish a further link between home and school and to have chance to re-visit and consolidate learning.

Safeguarding

The Principal, Vice Principal, Assistant Principal and the Attendance Officer are Designated Safeguarding Leads and, along with all members of staff, have the responsibility for the care and welfare of all children in the school. This responsibility includes close contact with parents, social care and other services. For more information please see the safeguarding section of our website: www.stmaryscpa.co.uk/safeguarding

End of day procedures: When collecting your child from the playground at the end of the day, please ensure you stand behind the designated line and wait for your child to be released by the class teacher into your care. Please don't approach your child's class line. Anyone who has not been given consent to collect a child by a parent will be unable to do so - until the consent has been obtained by school. Please notify the school office of any adult who has permission to collect your child at the end of the day – all parents will receive new 'consent for collection' forms at the start of each academic year.

Visitors

All visitors MUST report to the school office on arrival at the school. Visitors, once signed-in, are issued with an identity badge and lanyard before they access the rest of the school. Any visitors without DBS clearance will be accompanied at all times.

School Uniform

We are proud of our school uniform - it is compulsory and it is an expectation that parents will send their children to school in full and correct uniform each day. Housepoints are awarded for all pupils who adhere to the expectation.

Our school uniform is available from Ron Flowers, where purchases can be made in store or online. Payment plans are available to help spread the cost of school uniform - please contact Ron Flowers directly for details.

Address: 28 Queen Street, Wolverhampton, WV1 3JW
Tel: 01902 429490.
Website: www.ronflowerssports.com

Reception School Uniform

Winter uniform

- Royal blue jumper or cardigan with school logo
- Pale blue polo shirt with school embroidered logo
- Grey trousers for boys and grey skirt/pinafore dress for girls
- Grey short socks for boys
- White long socks for girls or grey tights
- Shoes (not trainers or boots) – black in colour, flat heeled and sensible

Summer uniform

- Royal blue jumper or cardigan with school logo
- Pale blue polo shirt with school embroidered logo
- Pale blue checked summer dress
- Grey trousers/shorts for boys and grey skirt/pinafore dress for girls
- Grey short socks for boys
- White short socks for girls
- Shoes (not trainers, boots or sandals) – black in colour, flat heeled and sensible

Uniform for Year 1 to Year 6

Winter uniform

- Royal blue jumper or cardigan with school logo
- Royal blue tie
- Pale blue shirt or blouse
- Grey trousers for boys and grey skirt/pinafore dress for girls
- Grey short socks for boys
- White long socks for girls or grey tights
- Shoes (not trainers) – black in colour, flat heeled and sensible

Summer uniform

- Royal blue jumper or cardigan with school logo
- Royal blue tie
- Pale blue short sleeved shirt (polo shirts are not allowed)
- Pale blue checked summer dress
- Grey trousers/shorts for boys and grey skirt/pinafore dress for girls
- Grey short socks for boys
- White short socks for girls
- Shoes (not trainers, boots or sandals) – black in colour, flat heeled and sensible

PE kit for Reception to Year 6 – to be worn to school on PE days

Summer PE Kit

- Polo Shirt- light blue with school embroidered logo
- Shorts - Royal Blue
- Black pumps or trainers

Winter PE Kit

- Polo Shirt- light blue with school embroidered logo
- School tracksuit with school embroidered logo
- Trainers
- Shorts – Royal Blue (for indoor P.E.)

Swimming Kit (Year 4)

- Swimming suit or trunks (no bikinis/tankinis or swimming shorts)
- Swimming cap for long hair
- Towel

- Swimming bag
- Goggles optional

*Earrings must be removed for PE and games lessons (preferably left at home on that day). We cannot put plasters over children's ears so please ensure all new piercings are made at the start of the summer holidays.

Appearance

We require pupils to look neat and tidy at all times. Shoulder-length or long hair must be tied up.

Please be aware that the following are not acceptable:

- Shaved designs (e.g. tram lines)
- Rats tails
- Mohicans
- Hair dye
- Hair gel or other styling products
- Oversized hair accessories
- Hair accessories that do not match our school colours

Jewellery

As a matter of school discipline and in the interests of children's safety, jewellery is forbidden. Children with pierced ears may wear small gold or silver plain studs only (no diamante). A watch is permitted (but no SMART/Fitbit watches are allowed).

Nail Varnish

Nails should be kept short and clean with no nail varnish.

Mobile Phones

Children are not allowed phones in school. However if a child is in Year 5 or 6 and has written permission to walk home alone, they are permitted to hand their phone into the school office before the school day. It must then be collected at the end of the day. Please note that school cannot be held responsible any phones left in our care. Please see our Mobile Phone Policy on our school website for more details.

Absences

Illness: Parents should inform the school of their child's absence and the reason by telephone by 8.45am. If no contact has been made by 9.30am to inform of the reason for absence, you will be contacted by the school office. If no reason is given, the absences will be, by law, recorded as 'unauthorised' in the register. If your child is ill for an extended period of time, a letter from your child's doctor will be required. All unauthorised absences are referred to the Education Welfare Officer (EWO).

Holidays: We expect your child to be in school during term time. There is a link between good school attendance and high attainment. Regardless of the reason, if your child is absent from school it will impact their learning. Please remember that it is very difficult for a child to make up for lessons lost due to holidays or illness and that the teacher has spent a great deal of time and effort preparing these lost lessons. In very exceptional circumstances, a holiday form can be submitted for the consideration of the Principal. As outlined in our Attendance Policy, should you choose to take your child out of school during term time, their absence will not be authorised and school have a duty of care to inform the Vulnerable Young Persons Team who may issue a Penalty Notice.

The Penalty Notice is £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Further information on the issuing of Penalty Notices and on Leave of Absence can be obtained from www.gov.uk/school-attendance-absence/overview

School Meals

The Government's initiative to promote healthy eating and the efforts of schools to provide healthier options on the school dinner menus are paramount. We are continually working towards providing a healthy balanced menu for the children and monitor all weekly menus.

All children in Year Reception, Year 1 and Year 2 are entitled to a free hot school meal under the Government Universal Infant Free Meal Scheme. We hope that all parents will consider this option for their children.

Children can choose to have either a school meal or sandwiches. We like to offer choice at St Mary's and therefore should a child wish to have a mixture of the two throughout the week they are able to. For example a child may wish to be sandwiches Mon-Wed and have a school meal on Thur-Fri. All that we ask is that

your child chooses their meal pattern at the start of the school term. Each half term pupils may change their meal patterns if they wish by contacting the school office. It is not possible to change meal patterns part way through a half term unless parents/carers financial circumstances change so that a pupils Free School Meal Status changes. If you feel this may be the case – please contact the school office.

Packed lunch boxes **only allowed to contain ONE** of the following; chocolate bar, cookie, biscuit of any kind.

Some of our children have allergies to nuts and therefore we are a 'nut free school'. Please do not allow your child to bring any food items containing nuts or nut products into school.

Sandwiches, fruit and cereal bars are allowed in lunch boxes.

Children can bring in a clear, plastic bottle (clearly labelled) containing either plain water or sugar-free flavoured water **ONLY** to drink throughout the school day in their classrooms. Tap water will be available to children to refill their bottles when directed by the class teacher.

Snacks

All children in EYFS and KS1 (Nursery, Reception, Year 1 and Year 2) will receive a free piece of fruit or vegetable every day at break time as part of the School Fruit and Vegetable Scheme. If your child is in Year 3 to Year 6, you are welcome to send them in with a piece of fresh fruit to be eaten at morning break.

Free School Meals

Many parents/carers are entitled to free meals (FSM) for their children. Please contact the school office, where we can easily and confidentially apply to see whether your children are eligible. We will need your national insurance number and date of birth to do this.

We strongly encourage all parents/carers to share the details of their national insurance number and date of birth via the school admission pack, in order for us to complete a confidential application on your behalf to see whether your child qualifies for free school meals.

Even if your child is in Reception, Year 1 or Year 2 and receives a free school meal through the Universal Infant Free School Meal scheme, it is important that every child who is entitled to FSM is registered, as the School receives significant extra

funding for this cohort of children.

Milk

A drink of milk can also be provided each day. This must be paid for termly in advance at a cost of £12 per term. Children who are entitled to Free School Meals are also entitled to free milk but must return the form sent out each term in order for us to order it for them. Children in Reception who are under the age of 5 at the start of the school term are entitled to free milk for that term.

Parent Pay

St Mary's is a cashless school. We do not accept cash in school for the following items: School Meals, Trips, Swimming, Milk, Breakfast, Extra-Curricular activity clubs and After School Club etc. When your child joins our school you will be given an activation code to allow you to create an online account via the ParentPay website **www.parentpay.com**. You can then add to your 'basket' any items you wish to pay for and 'check out' to make payment. If you would rather pay via cash, the office can issue you with a barcode which you can then take to a PayPoint store, scan and top up your child's account.

The only cash that will be accepted in school will be for fundraising events (such as non-uniform days).

Medicine in School

Responsibility for the administration of medicine will only be undertaken if it has been prescribed by a doctor. Only medicine that is prescribed 4 times a day should be administered at school. Medicine that is to be taken three times a day should be administered at home. In other circumstances, we will try to be as helpful as possible. Please contact the school as the need arises.

Medicine must be brought into school in original packaging and the relevant paperwork completed by the parent/carer. Any medication should be brought to the school office by the parent/carer (not handed to the class teacher or brought into school by children).

Inhalers

Parents must obtain an additional inhaler to be left in school at all times. It is the responsibility of the parent to ensure that the inhaler is in date.

All medicine for children with ongoing medical conditions will need to be collected by the parent/carer at the end of the summer term. New forms will need to be completed at the start of the next school year in the autumn term, when the medicine is brought into the school again.

Accidents

If a child is sick or hurt in school and the Principal or Vice Principal/Assistant Principal feels that it is necessary for the child to receive professional medical treatment, the parents will be contacted at home or work and advised that the child should be taken home or to seek further medical advice. Please ensure that the school always has your latest contact details and is able to contact you in case of an emergency.

When your child is admitted to the school you are asked to give your full contact details, including all telephone numbers that you can be contacted on, and also details of the person whom we should contact in case of emergency. If any of these details change, please inform the school immediately.

School Nurses

Your school nurses are based at Bushbury Health Centre. They can be contacted there or we have their contact details held in the school office. You are welcome to discuss any matters or concerns you may have regarding your child at any time. Arrangements can be made through the school for school nurses to contact you directly at home.

Charging

Please see the school's charging policy on the school website for information on charges relating to items and activities at school:
www.stmaryscpa.co.uk/policies

Fundraising

To help raise valuable funds needed to support school activities, St Mary's have joined The Giving Machine, a fundraising website that will allow you to generate cash donations without it costing you a penny. There are over 8000 schools &

charities taking part in this program, with the successful causes raising £1,000's every year at no extra cost to their supporters.

TheGivingMachine.co.uk is a UK registered charity, whose sole aim is to facilitate raising money for UK charitable causes and schools. By shopping online via The Giving Machine at your favourite shops will generate a free cash donation with every single purchase. With stores like Amazon, Ebay, M&S, NEXT, Tesco, Sainsbury and John Lewis taking part, you are bound to find what you want from your favourite shops.

Please join our new giving community by visiting **www.TheGivingMachine.co.uk** and join to support **St Mary's Catholic Primary Academy**; it's quick and simple to sign up and start giving for free.

Instrumental Music Lessons

The school invests heavily in instrumental music tuition. It provides heavily subsidised access to lessons and instruments. Children are selected after a small skills test usually in Y3 and Y4 to play an instrument which could be String, Woodwind or Brass. The school expects that children selected practice regularly at home, supported by parents/carers, as well as purchasing any music books required. The school reserves the right to withdraw lessons from children who do not show good practice at home or discipline in their lessons. Children who reach a certain level are expected to participate in the school orchestra.

After School Extra Curricular Activity Clubs

After-school Extra Curricular Activity clubs take place on Monday – Thursday for children in Year 1 to Year 6. They include football, rounders, tag-rugby, netball, cricket plus a variety of non-sporting clubs. These clubs are well-advertised, but check with the school for further information. Letters will be sent out throughout the school year explaining how children can sign up for places in Extra Curricular Activity Clubs. Clubs are charged at £10 per club, per term. This should be paid via ParentPay (the money raised benefits our School Fund which we use to subsidise school trips etc.).

Breakfast Club and After School Club Facility

RB Active Care provide our wrap-around service for breakfast and after school club. RB Active Care are OFSTED registered and have a team of fully qualified staff who provide healthy active play; literacy and numeracy activities and time for reading and homework. Further details regarding what the company provides can be found at: <https://www.rbactivecare.co.uk/>

Breakfast Club

Time	Cost
Monday to Friday 7.30am – 8.40am (last entry 8.15am)	£4.75 Including breakfast

After School Club Facility

Time	Cost
Monday to Friday 3.25 – 5.50pm	£8.75 Including hot and cold food

Why should you use RB Active Care?

- Ofsted registered
- Safe secure school site
- Close working relationship with your school.
- Cost effective child care solutions.
- Accept child care vouchers.
- Healthy breakfast and snacks provided.
- Healthy active play.
- Literacy and numeracy activities.
- Time for reading and homework.
- Professional reliable service.
- Qualified experienced staff.

Places for the breakfast and after school club will need to be booked directly by parents on RB Active Care's website: <https://www.rbactivecare.co.uk>.

There are two types of bookings for the breakfast and after school clubs:

Contract Booking

Annual Contracts are ideal if you require the same days or sessions every week and want to secure your child's place. Invoices are sent on a monthly basis and are **charged in advance** of your childcare provision.

Add Hock (Subject to each setting)

Add Hock sessions are suitable for working parents that work shift or irregular work patterns. These sessions allow you to book as and when you need childcare. Add hock sessions are subject to availability and require parents to log into the booking system each time you wish to book a session in advance of your child requiring provision. **You can book a place for your child in after school or breakfast club on the same day they require it (before 7.15am and before 3.00pm).**

Complaints

A complaint should, in the first instance, be made informally to the Principal or Vice Principal/Assistant Principal either by letter, a visit or by a telephone call. Most complaints can be amicably resolved at this stage. All complaints are noted in writing and the parent notified of the outcome. If the complainant is not satisfied with the outcome, the complaint should be made formally through the schools complaints policy, which is available on the school website.

School Policies

All of our school policies can be found on our school website www.stmaryscpa.co.uk/policies they are also available from the school office on request.

Parents Evening/Afternoons

Parents/carers are invited to Parents Evening/Afternoons in the Autumn and Spring term to discuss their child's progress. They are also encouraged to view their child's work in their classroom. A mid-year report is sent home in February and a full report is sent home towards the end of the summer term. Before the end of the academic year, parents are invited to 'Meet the Teacher' where you are able to meet your child's teacher for the following year.

Parents/carers are also encouraged to ask teachers any questions or raise concerns that they may have at any point throughout the year by making an appointment through the school office or emailing the class teacher via the year group email address. All members of our staff are always willing to talk to and listen to our parents/carers.

Attendance and Welfare Information

In accordance with the school admission criteria and in line with its attendance policy the following information should be read and the relevant tick box and signature completed on the school admission form to show you agree to abide by the statements outlined below:

- I. I agree that I will ensure that my child attends school regularly and on time, in accordance with the Education Act 1996.
- II. I agree that I will inform the school of any changes in social or domestic circumstances that may affect my child's attendance.
- III. I agree to inform the school on the first day of illness that prevents my child from attending school and to ensure that I keep in regular contact throughout any prolonged illness.
- IV. I agree to consent for an Education Welfare Officer to make contact with my child's GP if attendance is affected by prolonged or reoccurring absence due to illness.
- V. I understand that should my child's attendance fall below 95% or if the school feels that a pattern of absence has been detected, a referral will be made to the Local Authority's Education Welfare Service.
- VI. I understand that should my child present him/herself late for school on a regular basis a referral will be made to the Local Authority's Education Welfare Service.
- VII. I agree to attend all meetings organised by school of the Local Authority within the school or at another establishment to discuss attendance and punctuality issues.
- VIII. I agree that I will not take my child out of school for family holidays unless in exceptional circumstances and then only with the permission of the Executive Head or Vice Principals.

- IX. I understand that poor attendance and punctuality has a detrimental effect not only individually but on our whole school community.

Home/School Agreement

Through a partnership between home, academy and parish and through a broad and balanced curriculum, each valued individual is encouraged to grow in their journey of faith and strive towards excellence.

As partners in the education of our pupils we will achieve this by the following agreement:

The school will:

- Provide a high quality education within a broad and balanced curriculum
- Be committed to develop each child to achieve their full potential academically, spiritually and socially to have respect for themselves, their surroundings and others around them, regardless of ethnic background
- Promote an atmosphere where all individuals are valued and are encouraged to grow in their journey of faith
- Be committed to work in partnership with parents, communicating in a variety of ways about the progress of their child
- Promote the highest possible standards of behaviour
- Be committed to promoting a community of mutual courtesy and respect.

The family will:

- Be committed to support the academy's Mission Statement, ethos and values.
- Be committed in establishing good behaviour at home and support the teachers in setting standards of good behaviour.
- Ensure your child will attend school in full school uniform.
- Ensure that each child arrives for school, and is collected after school, on time.
- Be committed in ensuring that your child achieves a high level of attendance – above 95%.
- Be committed in promoting a community of mutual courtesy and respect.

- Show commitment to your child's education by attending open evenings, assemblies and other events.
- Adhere to and support all academy policies, including those relating to the use of ICT, Safeguarding and Charging.

Please ensure the relevant tick box and signature is completed on the School Admission Form to show you have read and agree to abide by our Home/School Agreement.