

ST. MARY'S CATHOLIC PRIMARY SCHOOL



MISSION STATEMENT

It is the mission of St. Mary's School to provide for our pupils the best possible quality of education, guided by the teachings of Christ and His Church.

Children's version: With God's help we DREAM, BELIEVE, ACHIEVE & SUCCEED.

WELCOME

St Mary's is a friendly two form entry Catholic Primary School. We aim to help children develop in their journey of faith in a positive learning environment and believe that our school will make a valuable contribution to their development. It is a secure and caring environment where children develop their many talents. We recognise the importance of educating the 'whole' child. Academic excellence for all children is one of our goals but we also nurture those special gifts which make each child unique.

Home/School/Parish links are vital. We value the contribution to school life that parents make and the support offered by our local parish. Together, we ensure that St Mary's remains a very special place.

With every good wish,

M A Jackson

Headteacher

St. Mary's Catholic Primary School,
Glenure Road, Eltham SE9 1UF

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Website: www.stmarys-catholic-primary.org

Headteacher: Miss M A Jackson BA HONS MA

Chairman of Governors: Mr Paul Drake

Age Range: 3 to 11 years

Number on Roll: 420 + 52 part-time Nursery pupils



St Mary's Catholic Primary School is part of The Greenwich Catholic Schools Trust, a charitable company limited by guarantee and registered in England and Wales with Company Number 10762358. The registered office is at St Mary's Catholic Primary School, Glenure Road, Eltham, SE9 1UF.

A BRIEF HISTORY OF ST. MARY'S SCHOOL

In 1874, an Industrial School for Girls and a 'poor school' were opened in Eltham, by the Sisters of Mercy, to provide accommodation for orphans. This orphanage was the forerunner of the Paris School which opened in 1928. The great need for a school in Eltham was soon made abundantly clear by the large numbers seeking admission. Records show that there were 449 children on roll in March 1934 and by September that number had risen to 494.

Following a period of evacuation to Ashford, Kent and then Wales, the school was re-opened in 1940 with 16 children present for the morning sessions and 3 for the afternoons.

Normality was only resumed when peace prevailed in 1945.

After 55 years as an educational landmark in Eltham High Street, St. Mary's was re-sited in its present premises on Glenure Road in 1984. The official opening by Bishop Charles Henderson took place on 3rd May 1985.



Venerable Catherine McAuley
Foundress of the Sisters of Mercy

In 1993, following the retirement of Sister Carmel, the Sisters of Mercy ended their long and fruitful years of service to St. Mary's School and the first lay Head was appointed.

In 2017, the school converted to academy status and a new chapter in the St Mary's history began. The school continues to flourish and provide an excellent, Catholic education for the children of the area.

DAY TO DAY

The School Day

Nursery:

Morning Session 08.30- 11.30 am

Afternoon Session 12.30 - 3.30 pm

Main School: 08.55am -3.15 pm



There is a morning break of 15 minutes at 10.30 am and lunch time lasts from 12.00 noon to 1.15 pm for Foundation/Key Stage 1 and 12.15 pm to 1.15 pm for Key Stage 2 children.

Children are not allowed on the school premises before 8.40 am. Should any parents have difficulty in getting to the school by 3.15 pm (emergency) they must contact the office and the necessary arrangements will be made.

Emergencies

Up to date contact details are required for all children. It is the responsibility of parents to provide more than one contact in case of an emergency.

Change of residential address, phone numbers and email address

Parents are asked to provide up to date contact details to the Main Office. Communications are sent out regularly using these.

Absence

Please telephone the school on the first day of a child's absence (before the start of the school day) to advise us of the reason and the expected duration.

If the absence lasts for more than three days, parents may be asked to provide medical evidence. The Headteacher will inform parents in writing if attendance falls below an acceptable level and notification made to the Local Authority.

Leave of absence during term time may only be granted by the Headteacher in **exceptional circumstances**. Good attendance is essential if progress is to be maintained. Please refrain from asking for leave of absence during term time as gaps in learning may occur.

Punctuality

Please ensure that your child arrives on time for school. It is important that children settle as promptly as possible. Any child who arrives late must report to the Main Office to register his/her presence. If a child is late on a regular basis, the Headteacher will contact parents.

Illness at School

If a child is taken ill at school, parents will be notified. They may be asked to collect the child earlier. Meanwhile, the child will be looked after by a member of staff.

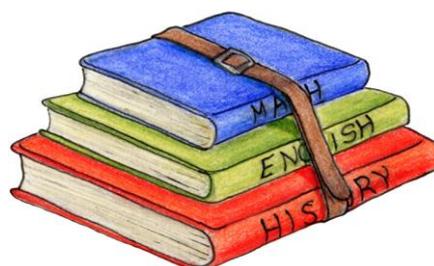


Medical Arrangements

Children should not be sent to school with medicine. This must be administered at home. If a child has an inhaler, this must be kept in the classroom and taken on all education/ off-site visits. Epi pens are stored safely in the classrooms and all relevant staff receive annual training. Parents are asked to check the epi pens and inhalers are in date. There is a First Aid room on site which is staffed at all break times.

Academic Organisation

St Mary's Nursery has 52 children (26 in the morning and 26 in the afternoon).



The Main school has 60 pupils in each Year Group who are taught in two mixed-ability classes. There is a single point of entry with all Nursery and Reception class children starting at the beginning of the Autumn term.

Secondary Transfer

Children transfer to Secondary School after Year 6 (age 11). There is no restriction on parental choice of schools under the 1980 Education Act but it is not always possible to obtain a place in a heavily over-subscribed school.

The majority of St Mary's pupils transfer to St Thomas More Catholic Comprehensive School, Footscray Road, Eltham. As with St Mary's, the first criteria for admission is Catholicity and regular attendance at Sunday Mass is an important factor for all applicants.

When the time for transfer is approaching, parents are encouraged to visit the Secondary Schools. Advice and assistance is also available from the Headteacher and staff of St Mary's. A meeting for parents is arranged to explain the process.

School Uniform

Pupils are expected to wear the school uniform and always maintain a high standard of appearance. The school is conscious of the need to present a smart, neat appearance which reflects the self respect of the wearer and ensures the maintenance of the school standards generally.



A complete list of uniform requirements is available from the school office. Those items which are specific to St. Mary's may be ordered through the school. Parents may be eligible for funding so please contact the Main Office for further details.

All the children should wear suitable footwear – black or navy-blue school type shoes. Both Key Stage 2 boys and girls may wear trainers at lunch time but not whilst going to and from school.

No jewellery, ear-rings, bracelets, necklaces, watches etc. may be worn to school. Jewellery is unsuitable for wearing during school time and can easily be a hazard to the children's safety. Please do not have your child's ears pierced during term time as we are unable to allow a period for the "wounds" to heal. Any such piercings must be carried out at the start of the summer holidays.

School Meals

School meals are cooked on the premises and all pupils are encouraged to avail themselves of this service. Meals consist of a nutritional and well balanced diet. There is a choice of both main course and dessert. Payment for this is in advance, either termly or weekly, on the first day of the school week.



Midday Supervisors supervise the children at lunch time. Good eating habits are encouraged and seen as part of a child's education.

All Infant children are entitled to receive a free School Dinner.

Application forms for free school meals are available from the Main School Office.

Break time snacks

Children may only eat fruit during the breaks as we encourage healthy eating habits. Fruit is provided free of charge for every Foundation/Key Stage 1 child.



Parental Involvement

A number of parents help children with reading in the classes. They also assist with some practical activities and supervision on educational visits. Parents are always welcome to support the teachers and help with any school event. Again, to ensure the safety of all, it is important that parents demand a high standard of good behaviour from children when accompanying them on outings. It is necessary for parents to be cleared through 'List 99' and/or the DBS (Disclosure and Barring) before helping in class or on educational visits.

The Parents' Association

There is an active PA at St Mary's and regular fundraising/social events are held. Parents are invited to meetings throughout the year and a notice board by the entrance gate is used to pass on key dates. The school newsletter also includes key pieces of information.



School Fund

In addition to the Parents' Association fund raising, we also have a School Fund which allows us to subsidise some functions such as visiting theatre companies and merit prizes, which we may otherwise have difficulty in funding. A voluntary annual contribution of £10 per family is asked for.

Assemblies and School Masses

A variety of assemblies are arranged for the whole school and for key stages. They reflect the Church year, the RE scheme used in the school and other faiths. School Masses are organised by the RE co-ordinator and the Parish Priest. These are mainly held in the school (whole school and class Masses) but occasionally in our local church which is only a short distance away.



The Curriculum

St Mary's offers a curriculum that conforms with the new National Curriculum (2014). It is broad and balanced. Spiritual, moral, physical and mental developments are promoted. Regular assessments are undertaken. Hours spent on teaching during a normal school week:

| Age | Hours per week |
|------|----------------|
| 5-7 | 22 |
| 7-11 | 23.5 |

This excludes daily collective worship, registration and breaks.

Pastoral Care

We attach great importance to the pastoral care and personal development of each pupil. Close co-operation with the parents and the local parish community is vital. The Headteacher is the Child Protection Officer. Each year group has a clear PSHE (Personal/Social/Health Education) programme to follow.

Religious Education

Religious Education is at the heart of the school's curriculum. The Way, The Truth and The Life programme is used in each class. It encourages a cross curricular approach and offers a spiritual curriculum, thus ensuring a deepening of knowledge and a development of skills and concepts through the primary years.

The children experience a prayer time each day in their own classroom. Helping children to pray is not just another academic exercise but rather a fostering of a deeply personal relationship with God who is seen as a friend.



The children are prepared to celebrate the sacraments of Reconciliation and Holy Communion in Year 3. However, older children who may not have received the sacraments are also invited to join the programme.

Children are prepared in their parish and parents are encouraged to play a central role in sacramental preparation by supporting them at home.

We follow guidelines, approved by the Diocese, to introduce children to Other faiths-developing respect and understanding. We also invite many guest speakers on site over the school year to gain greater understanding.

Parents have the right to withdraw their children from all or part of the religious education and collective worship provided if they wish. Alternative arrangements for children withdrawn can be made with the Headteacher.

Information, Communication, Technology (ICT)

Computers are used widely throughout the school. Each class has ICT resources and there is also an ICT suite on site. A trolley of laptops has been purchased by the PA and iPads are also available. Children working on the computer become familiar with different computer programs chosen by the class teacher to support work going on in the classroom. Our aim is



to ensure learners are confident and effective users of technology. The specific skills that children learn are used to enhance their work in all other subjects.

Music

There are orchestral groups and children in Key Stage 2 can have instrumental lessons with peripatetic teachers at an extra cost. A music specialist is also employed to work with each class, including Nursery.



Special Needs

The SENCO is employed for four days (Mon-Thurs) and she ensures all children are catered for. Regular meetings are held with parents to discuss progress and Individual Education Plans shared with parents. We provide support mainly within the classroom but also offer intervention programmes to small groups when necessary. Differentiation occurs within each lesson to ensure that children can access the work appropriately so steady and consistent progress is made.

Any child with a Statement of Needs/Educational Health Care Plan has specific hours allocated. External agencies are used to support the children and school. Teaching Assistants are employed to provide extra support for the children.

We aim to provide children who have medical needs with full access to the curriculum and strongly support a programme of inclusion.

Children who are more able, are set enrichment activities such as extended work within a subject. There is close liaison with our local Catholic Comprehensive and specialist teachers work with our gifted children.

Educational Visits

Teachers plan for regular Educational Visits throughout the year to enhance the curriculum. These are linked to the topics being studied in class. Y6 organise a Residential Journey for a week, with children taking part in outdoor pursuits and team games. Funding may be available via the Main Office.

Sex and Relationships Education (SRE)

We provide a programme, approved by the Diocese, that is suited to the needs of the child and in keeping with the beliefs of the Catholic Church. It should be in the context of a vision of life in which love is the norm. Love seen from a Christian perspective means caring as much about the other person as about oneself, promoting other peoples welfare and happiness rather than using them, serving rather than dominating or exploiting. The school nurse helps the teachers to deliver the structured programme. Parents can withdraw children from all or part of the programme. However, we strongly advise against this.

Homework

Homework is very important and helps to develop independent learning. We expect all children to undertake homework assignments. Recommended time allocation for homework is;

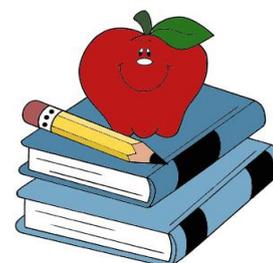
Years 1 & 2 - One hour per week-reading, spelling, other literacy work and numeracy).

Years 3 & 4 - One hour thirty minutes-literacy and numeracy as in Years 1 & 2 with occasional assignments in other subjects.

Years 5 & 6 - Thirty minutes per day-regular weekly schedule with continued emphasis on literacy and numeracy but also ranging widely over the curriculum.

Mathletics is an online program for children which we encourage parents to support at home which enhances understanding in maths.

Parents are asked to monitor homework and support the school by placing high value on any work requested. Parents are also asked to sign a Home/School agreement when their children enter the Reception class, which clearly states the expected commitment from each party.



Discipline

St. Mary's has an air of good order, emanating from the friendship and mutual respect which pupils and staff have for one another. This helps children to make the best possible use of their educational opportunities and we trust that all parents will give us their full support in maintaining it.

A high standard of discipline and good manners is expected from all pupils, with an emphasis put upon the development of self-discipline. Parents will be notified of any behaviour likely to be detrimental to the good name of the school, or family, as they share responsibility with the school for helping their child to develop good moral and religious principles. Discipline is maintained by good example, use of sanctions, withdrawal of privileges and discussion between the teacher and parents or Headteacher and parents.

Anti-Bullying policy

At St Mary's, we have an Anti-bullying policy. We believe it is every child's right to be treated well. In the rare event of bullying, the teacher and the Headteacher must be informed. The matter will be dealt with tactfully but firmly. Parents will always be kept informed of any incidents. Children are taught to treat others as they would expect to be treated themselves. Parents are asked to take note of the Behaviour Policy. Copies are available from the school and can also be viewed on the website.

Racial Incidents

All racial incidents will be noted and acted upon.

Complaints

Under Section 23 of the Education Reform Act 1988, parents are given the right to make a formal complaint about the curriculum to the Governing Body. Details of this procedure, outlining time frames, are available from the Clerk to the Governors, c/o St. Mary's School. A copy can also be seen on the school website.

The Governing Body has decided that it will deal in a similar way with any complaint about the operation of the school. In the first instance, parents should ask for assistance with such a problem from a member of staff and then the Headteacher. Following this, if they are not satisfied, they may take their complaint to the Governing Body and ask for details of the procedure from the Clerk to the Governors as above.

Care and safety in and outside the classroom

Children are always taught to observe the rules regarding their own safety and that of others i.e. in games lessons, in the swimming pool and on their journeys to and from school.



Care for the school and surrounding areas

Children are taught to be responsible for their school and the surrounding grounds, to keep it free of litter and to consider the peace of our neighbours.

Security

Adults are not allowed to wander around the school. After entering the site, all visitors must report to the Main Office. Staff wear identity badges. Visitors will be asked to sign the Visitors' book both on entering and leaving the premises. A badge will be issued which must be returned before leaving.

Parking

The car park is available for staff and visitors only. Parents are asked to show consideration to local residents by not blocking their access whilst parking along the nearby roads. Parents and children are asked to enter the school site via the small gate along Glenure Road. No pedestrians should be using the car park entrance.

After School Clubs

St Mary's provides a wide range of After School clubs including Football, French, Cricket, Netball, Irish Dancing, Basketball, Gaelic Football, Gym, Judo, Hockey, Street Dance, Art, Creative Photography, Sewing, Cake decoration and Activkids. Funding may be available to cover costs. Information is provided in the Main Office.

Pets

No dogs are allowed on site.

Charging

Under the terms of the 1988 Education Reform Act, contributions to school activities are purely on a voluntary basis. There is no obligation for parents at St Mary's to contribute and children will not be treated any differently whether they have paid or not. However, in view of the limited funds available to the school, certain activities may not be able to take place if parents are reluctant/ unable to

support them.

Mobile phones

Children are not allowed to bring mobile phones to school.