



# ST. MARY'S C.E. PRIMARY SCHOOL Parent Handbook

Taking you step by step through starting school

With God's strength, we reach for the stars



# Mrs Clare Morton, Head of School

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

## We need some information from you

We need some information from you so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

## Answering your questions

On page 9 is Key Information and pages 10 - 11 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01782 235337 or email [office@stmarysce.org.uk](mailto:office@stmarysce.org.uk) and we will be happy to help!

## Term dates

On page 12 are the term dates.

## Welcome

Welcome to St. Mary's C.E. Primary School and I look forward to getting to know you and your child.



## STEP 1: PUPIL ADMISSION FORM

## St. Mary's C.E. Primary School

Name

Dear Parent/Carers

This handbook has been put together to help you; the parents/carers and us, your child's practitioners. The information that you provide will help us to get an insight into your child's life and to ensure that we know how to cater for your child's needs. We request that you read through the pack carefully and complete the appropriate parts.

Thank you

St. Mary's C.E. Primary School

**STRICTLY CONFIDENTIAL – PLEASE ANSWER ALL QUESTIONS**

The Notes of guidance below will help you to complete the required information. If you are in any doubt at all about this form, please do not hesitate to come to the school office for assistance. The answers you give will help to make sure that we work together to safeguard and promote your child's welfare at school.

**BEFORE ANY CHILD BEGINS THEIR EDUCATION AT ST. MARY'S SCHOOL WE MUST HAVE A COPY OF THE CHILD'S FULL BIRTH CERTIFICATE (GIVING DETAILS OF BOTH THE MOTHER AND FATHER).**

Please notify us as soon as possible if there are any changes to the information on this form.

**1. CHILD'S HOME DETAILS/CIRCUMSTANCES**

Child's Surname

Child's Forename(s)

(As shown on the birth certificate – please present this to the school office as soon as possible, this should be the full version).

Child's 'Known By' Name if different from above

(Please present any copies of official documents relating to changes of name to the school office as soon as possible).

Date of Birth

Male/Female

Child's Address

Post Code

Home Telephone Number

I am currently seeking asylum within the UK YES ☐ NO ☐

Child's country of birth

If this is not the United Kingdom, please advise the date that they entered the country?

**Adult 1**

Title Mr/Mrs/Miss/Ms

Full Name

Relationship to child (please circle): Mother/Father/Step Mother by marriage/ Step Father by Marriage/ Mother's partner / Father's partner

Daytime contact number

Email address

If this adult has legal parental responsibility please tick which of the following apply:

- ☐ Married to the mother at the time of the child's birth (or subsequently if named on birth certificate)
- ☐ Registered as the father on the child's birth certificate
- ☐ Parental responsibility granted through legal process such as adoption, Court orders or parental agreement  
– **please present any documents.**

**Adult 2**

Title Mr/Mrs/Miss/Ms

Full Name

Relationship to child (please circle): Mother/Father/Step Mother by marriage/ Step Father by Marriage/ Mother's partner / Father's partner

Daytime contact number

Email address

If this adult has legal parental responsibility please tick which of the following apply:

- ☐ Married to the mother at the time of the child's birth (or subsequently if named on birth certificate)
- ☐ Registered as the father on the child's birth certificate
- ☐ Parental responsibility granted through legal process such as adoption, Court orders or parental agreement  
– **please present any documents.**

**DEFINITIONS**

People who have parental responsibility have legal authority for the child and are defined under the Children Act as follows:

- **Married/Separated/Divorced parents:** If the father of the child was married to the mother at the time of the birth, then both parents have parental responsibility, even if they do not live with the child. Subsequent marriage to the mother grants responsibility if the father's name is registered on the birth certificate.
- **Unmarried parents:** ONLY the mother has parental responsibility unless the father has obtained it by court order, parental responsibility agreement or by registering his name on the child's birth certificate (since 1 December 2003)
- **Other People:** only have responsibility through court orders etc (Step parents do not have it automatically, but are still 'parents' while they live with the child. There may be times however when the signature of those with parental responsibility will be required).

Please tear here

| 2. OTHER SIGNIFICANT ADULTS                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Please give details of the full name and address of any other adults who have <u>legal</u> parental responsibility but <u>do not</u> live with the <u>child</u> .                                                                                                                                                                                                                                                                                                   |                       |
| Title Mr/Mrs/Miss/Ms                                                                                                                                                                                                                                                                                                                                                                                                                                                | Full Name             |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Post Code             |
| Relationship to child                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| Title Mr/Mrs/Miss/Ms                                                                                                                                                                                                                                                                                                                                                                                                                                                | Full Name             |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Post Code             |
| Relationship to child                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| 3. COURT ORDERS                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
| • Are there any Court Orders which relate to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes – please present copies to the school office e.g. Custody Orders, Residency Orders, Section 8 Orders.                                                                                                                                                                                                                                    |                       |
| 4. EMERGENCY CONTACTS                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| Priority contact will always be given to the two adults named in Section 1. Please nominate at least one other contact who should be available in school hours and who is also prepared to collect your child from school in an emergency if we cannot contact a parent or guardian, please note the school telephone number will display an anonymous withheld number. We are also unable to contact numbers that have a business barring system attached to them. |                       |
| NOMINATED CONTACT 1                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NOMINATED CONTACT 2   |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Name                  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Address               |
| Daytime telephone                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Daytime telephone     |
| Mobile telephone                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mobile telephone      |
| Relationship to child                                                                                                                                                                                                                                                                                                                                                                                                                                               | Relationship to child |
| NOMINATED CONTACT 3                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NOMINATED CONTACT 4   |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Name                  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Address               |
| Daytime telephone                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Daytime telephone     |
| Mobile telephone                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mobile telephone      |
| Relationship to child                                                                                                                                                                                                                                                                                                                                                                                                                                               | Relationship to child |
| 5. MEDICAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
| Name and address of family doctor/surgery:                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
| Details of any medical condition/s which you wish the school to be aware of:                                                                                                                                                                                                                                                                                                                                                                                        |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
| Please give details of any visual/ hearing/ physical aids your child uses e.g. glasses:                                                                                                                                                                                                                                                                                                                                                                             |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
| 6. DIETARY INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
| Please give details of any special dietary requirements/ food intolerance/ food allergy that your child has:                                                                                                                                                                                                                                                                                                                                                        |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
| 7. PREVIOUS SETTINGS / SCHOOLS ATTENDED (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
| School Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Dates Attended:       |
| School Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Dates Attended:       |
| School Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Dates Attended:       |

# STEP 1: PUPIL ADMISSION FORM

## St. Mary's C.E. Primary School

### 8. FAMILY LINKS

Please give details of your child's brothers/sisters

|       |      |                 |
|-------|------|-----------------|
| Name: | Age: | Current School: |
| Name: | Age: | Current School: |
| Name: | Age: | Current School: |

### 9. SCHOOL MEAL ARRANGEMENTS

Your child may be entitled to Free School Meals. Please complete the form included in this pack – Pupil & Parent Information Form

If already known please tick to indicate what your child's meal arrangements will be:

☐ Eligible for free school meal ☐ Paid school meal ☐ Packed lunch

### 10. TRAVEL

How will your child usually travel to and from school?

☐ By car/ van ☐ Walk ☐ By bus ☐ Bicycle ☐ Car share ☐ Taxi ☐ Other, please specify

### 11. CULTURES AND BELIEFS

Please state which language/s is normally spoken at home:

Please state what your child's religion is (if any):

Please indicate below your child's ethnic group:

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>WHITE</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Traveller of Irish heritage</p> <p><input type="checkbox"/> Other white background</p> <p><input type="checkbox"/> Gypsy /Roman</p> | <p><b>MIXED/DUAL BACKGROUND</b></p> <p><input type="checkbox"/> White &amp; back Caribbean</p> <p><input type="checkbox"/> White &amp; black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Other mixed background</p> | <p><b>ASIAN/ASIAN BRITISH</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other Asian background</p> |
| <p><b>BLACK / BLACK BRITISH</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other black background</p>                                                                                      | <p><b>CHINESE</b></p> <p><input type="checkbox"/> Chinese</p>                                                                                                                                                                                                   | <p><b>OTHER</b></p> <p><input type="checkbox"/> Any other ethnic group</p>                                                                                                                                            |

### 12. OTHER INFORMATION

Please give below any other information that you think the school should know:

### 13. DECLARATION

The information given on this form will be transferred to the school's computer system. Under the Data Protection Act 1984, persons named on this form have the right to check the information recorded. The law entitles all parents with parental responsibility to receive information regarding their child's education.

Any person with parental responsibility who lives apart from their child may ask to receive information about their child's education separately. Please register your request in writing, if no such request is received, we shall assume that those with parental responsibility have access to the information sent to the home address of the child.

THE FOLLOWING SIGNATURE SHOULD BE THAT OF SOMEONE WITH PARENTAL RESPONSIBILITY.

The information I have given is correct to the best of my knowledge and belief. I hereby give consent ☐ (Please tick).

|                                         |                                         |
|-----------------------------------------|-----------------------------------------|
| Signed                                  | Signed                                  |
| Date                                    | Date                                    |
| Name (please print)                     | Name (please print)                     |
| Parent/Carers date of birth             | Parent/Carers date of birth             |
| Parent/Carers National Insurance number | Parent/Carers National Insurance number |
| Parent/Carer email address              | Parent/Carer email address              |

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purpose of fulfilling the school's and Local Authority's statutory and operational needs. This covers health and safety, communication, FSM, Educational Benefits and the Pupil Premium. This information may be shared with other departments in the council for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirement and also with the department for work and pensions for the benefit of establishing free school meal / Pupil Premium status.

# STEP 1: PUPIL ADMISSION FORM

## St. Mary's C.E. Primary School

# Step 1

### Attendance

Attendance is very important. Research has shown that poor attendance has a negative impact on children achieving their full potential at academic milestones e.g. end of Foundation Stage, Key Stage 1, 2 and at GCSE when they move to high school.

Punctuality and attendance are life skills and enable a positive work ethic and attitude, which if standards aren't maintained, could impact negatively upon career choices available and job security.

All the above begins in early years therefore, we are asking all parents to commit to ensuring their child is in school, on time, every day.

#### **'Commitment to good attendance and getting the most out of education'**

|                   |  |                                                |  |
|-------------------|--|------------------------------------------------|--|
| As the parent of  |  | I/we will ensure she/he is in school each day. |  |
| Signed            |  |                                                |  |
| (parent/guardian) |  | Date                                           |  |

### Food Technology

At St. Mary's C.E. Primary School we do a lot of practical activities. This includes food technology where we prepare, cook and taste different types of food under adult supervision.

We request your permission to allow your child to take part in such activities. Please complete the following by deleting as appropriate

Please state any food allergies and/or special dietary requirements that your child has:

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|                                                                                                                                                                           |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> I do <input type="checkbox"/> do not (tick as appropriate) give my permission for my child to take part in food technology practical activities. |      |
| Signed                                                                                                                                                                    |      |
| (parent/guardian)                                                                                                                                                         | Date |

### Children Suffering with Asthma

If your child has been diagnosed as asthmatic and has been prescribed reliever therapy (blue inhaler) please contact the school to arrange a care plan to be put into place and provide consent for staff to administer as required.

### Parental Permission

To ensure our records are up to date and due to new legislation we are asking all parents to complete a consent form for internet use, photographs, offsite visits and film viewing. Until this form has been completed and returned to school, and where we do not have previous consent, pupils will be unable to: use the internet whilst in school, go on any offsite visits or have their photograph taken. We realise that some parents may have sent this information in previously but we must ask that this form is completed for EVERY child.

Please return this form as soon as possible.

(please insert a tick in the boxes below to give consent)

- ☐ I give permission for my child to be taken off site to visit local places such as Christ Church, other local schools, parks and places of interest.
- ☐ I give permission for my child to use the internet and electronic mail whilst in school.
- ☐ I consent to photographs, digital images, or videos, of my child appearing in school displays, printed publications, on the school website and any school social media sites. All images will only be used for educational purposes and the identity of all children will be protected.
- ☐ I give permission for my child to watch pg (parental guidance) films/clips whilst in school. Staff will ensure at all times that all pg rated films will be suitable for your child. Examples of pg rated films include Harry Potter, Ice Age, Up and Monsters vs Aliens.

|                   |       |
|-------------------|-------|
| Child's name      | Class |
| Signed            |       |
| (parent/guardian) | Date  |

## STEP 2: Internet Access for Pupils

### St. Mary's C.E. Primary School

#### Internet Access for Pupils

As part of St. Mary's ICT programme, we are pleased to be able to offer pupils supervised access to the internet. Before the school allows pupils to use the internet they must obtain parental permission. Both they and you must sign below as evidence of your approval and their acceptance of the school rules on this matter.

Access to the internet will enable pupils to explore thousands of libraries, databases and bulletin boards and hopefully in the future, exchange messages with internet users throughout the world via electronic mail (email).

Parents should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. We have taken powerful technical steps to prevent this and our intention is to make internet access available only for educational purposes. The school has a filtering system to block access to unsuitable material. However unlikely, it is possible that pupils may find ways to access other material as well. The school will be extremely vigilant on this point. We believe that the benefits to pupils from access to the internet exceed any disadvantages. However parents of pupils are responsible for setting and demonstrating the standards that their children should follow when using media and information sources. St. Mary's school therefore supports and respects each family's right to decide whether or not to apply for internet access.

Teachers will guide pupils towards appropriate material. All pupils will always be supervised by a member of staff while they are using the internet. As far as possible, pupils will be directed to information resources that have been reviewed and evaluated by staff prior to use.

These rules will be discussed with pupils prior to gaining access. Pupils who break any of the rules will lose access to the facility for a specified period of time and may face other disciplinary action.

Should you wish to discuss any aspects of internet use please do not hesitate to contact me.

**Permission is not transferable and may not be shared.**

Yours sincerely

Mrs C Morton  
Headteacher

#### Rules for Responsible Internet Use

The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will not access other people's files
- I will only use the computers for homework and school work
- I will ask permission from a member of staff before using the internet
- If I use e-mail I will only communicate with people I know or my teacher has approved
- I will not give my home address or telephone number, or arrange to meet anyone
- I will report any unpleasant material or messages. I know that my report would be confidential and would help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the internet sites I visit

Child's signature

(Children within Key Stage 1 & Key Stage 2)

#### Internet Permission Form

Parents consent

As the parent of the pupil, I give my permission for my son or daughter to use the internet and electronic mail. I also understand that some material on the internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Signed

(parent/guardian)

Date

Pupil's name

Class / year group

### Home-School Agreement

#### Parents will:

- Make sure that my child attends regularly
- Make sure my child arrives on time and ready for the day's activities
- Make sure my child is collected on time at the end of the school day
- Telephone or send in a note of explanation if my child is absent
- Support my child in completing and returning homework
- Support the school Positive Behaviour policy
- Make sure my child is wearing school uniform and the correct school footwear
- Make sure that my child has the correct PE clothes and footwear
- Work in partnership by attending Parents evenings
- Contact school if there are any concerns or worries

Parent's signature .....

#### Children will:

- Always give of my best in all I do
- Have everything I need so that I am ready for learning
- Listen carefully to my teachers
- Keep my school clean and tidy
- Behave according to the Friendship Charter remembering that:
  - a) No matter how different we may look on the outside inside we are all special people.
  - b) We should treat each other as we would want others to treat us-with kindness and respect.
  - c) We should play together: work together and share
  - d) We should only say nice things
  - e) If someone is on their own ask them to join in with the game.
  - f) Help anyone who is hurt or stuck or seems unhappy
  - g) We should be polite
  - h) If anyone is new we should say hello and tell them our name
  - i) If we see anyone being unkind we should tell an adult so that the upset stops and the person being unkind is reminded of the Friendship Charter

Pupil's signature .....

(Children within Key Stage 1 & Key Stage 2).

#### School Will:

- Model Christian values in all we do and say
- Ensure children can Enjoy and achieve, Feel safe, Stay Healthy make a Positive Contribution ;and understand about Economic wellbeing
- Ensure all children have access to the National Curriculum
- Have high expectations and plan learning that is challenging but fun
- Involve children in setting learning targets so that they know what they are learning next
- Organise regular opportunities for progress to be discussed with parents
- Keep parents informed through regular newsletters
- Contact parents if we have any concerns or worries

Mrs C Morton - Headteacher



# Key Information

We request that children are collected promptly at the end of the day.

## Arrivals and departures

Our school day starts at 8.50am, all gates open at 8.30am and close at 8.50am. At the end of the day gates open from 3.10pm for EYFS, finishing time for pupils is 3.15pm, and for the rest of the school gates open at 3.15pm finishing time for pupils is 3.20pm, all gates close at 3.30pm. Year 6 children are allowed to walk home alone with permission from their parent. We request that children are collected promptly at the end of the day.

## Wraparound provision

### Breakfast club

Breakfast club starts at 8.00am. Children enter through the school office and bring a reading book with them. They will sit together in year groups for quiet reading while enjoying some toast and a drink. The cost is currently £1.50 per day.

### After-school club

After-school care runs from 3.30 – 5.00pm. Parents should enter the school through the gate on Knightsbridge Way and collect their child from the school hall. There is no early collection, but we would appreciate all children being picked up promptly at 5.00pm. Children in EYFS and Key Stage 1 should just bring trainers or pumps if required for after school club activities. Children in Key Stage 2 can bring PE Kit or sportswear along with suitable footwear to change into for after school club activities.

The cost is £5.00 per session.

## Uniform

We believe strongly in school uniform as it reflects our commitment to the equal worth of each individual. High standards of personal presentation reinforce our values of self-respect and pride in our community. Each pupil is expected to wear his/her uniform appropriately, in adherence to our school's standard. In doing so, our students show that they are proud to be part of St. Mary's Church of England Primary School. In order to maintain a high standard of appearance **no** change of uniform is acceptable.

### BOYS – EYFS, Key Stage 1

- Purple school sweatshirt.
- Yellow school polo shirt.
- Mid grey school trousers/shorts – not black.
- Black sensible school shoes – no trainers or fashion shoes.
- Grey, black or white socks – no multi-colours.

### GIRLS – EYFS, Key Stage 1

- Purple school sweatshirt/cardigan.
- Yellow school polo shirt.
- Purple tartan kilt or purple tartan pinafore dress (no leggings) – no other colours.
- Black sensible school shoes.
- Grey socks/grey tights.
- Purple gingham dress during summer – (either white tights or white socks can be worn).
- Headscarves – plain black or purple.
- Headbands/bobbles/clips – purple/yellow – no patterns, large bows or flowers (see hairstyles).

### BOYS AND GIRLS – YEAR 5

- White shirts.
- School tie.
- V neck school sweatshirt/cardigan.
- All other clothing/details as above.

### BOYS AND GIRLS – YEAR 6

- White shirts.
- School tie.
- School blazer.
- All other clothing/details as above.

### P.E. Kit Key Stage 1 & Key Stage 2

When your child begins their school life at St. Mary's they will take part in regular P.E. lessons. On P.E. days your child will be required to come to school wearing their P.E. kit for the day. This also includes swimming lesson days.

- School purple PE T-shirt.
- Plain black shorts – no motifs or lines.
- Plain black tracksuit bottoms and sweatshirt or school PE hoody – no motifs or hoods.

### Key Stage 1

- Black non marking plimsolls.

### Key Stage 2

- Plain black or white trainers – no bright colours.

No PE kit will be needed in Nursery or Reception, instead we ask that parents purchase a Puddle Suit (waterproof all in one).

### Labelling of uniform

All items of school uniform should be clearly marked with your child's name.

### Purchase of uniform

School uniform can be ordered directly from Smart School Uniform, Tunstall, Stoke-on-Trent ST6 4JU.

Opening times Monday to Friday: 11am – 5pm, Saturday: 10am – 4pm

Telephone 01782 713650

## Food in school

School dinners are cooked fresh every day on the school premises and are served daily in the hall. The cost is £2.50 per day, £12.50 per week, and is payable in advance via our cashless payment system, ParentPay. You can simply login to your account and pay securely online or with cash via PayPoint (you will need a bar code letter from the school office).

### Free school meals

If your child is in Reception, Year 1 or Year 2 they are entitled to a Universal Free School Meal every day. The pupil information form needs to be completed with parent's National Insurance or NASS number and date of birth. Children of parents receiving any number of benefits could be entitled to a free school meal. Again, the pupil information form needs to be completed with parent's National Insurance or NASS number and date of birth.

### Packed lunches

Children may bring a packed lunch from home. These must be brought to school in a lunch box (which is clearly labelled with the child's name and class). In light of the Government's healthy eating guidelines, we suggest that packed lunches contain the following healthy items:

- A good portion of starchy food, eg wholemeal bread, chapatti, pitta pocket, pasta or rice salad.
- Plenty of fruit and vegetables, eg apple, satsuma, cherry tomatoes, carrot sticks or a mini can of fruit chunks.
- A portion of lean meat, fish or alternative, eg chicken, tuna, egg or hummus.
- A portion of semi-skimmed milk or dairy food, eg a pot of yoghurt or an individual cheese portion.
- A drink, eg fruit juice, semi skimmed milk or water.

Children will bring home all their uneaten food so you can see what they have eaten at lunchtime.

Please also be advised that any snack provided for break time should also be a healthy snack such as fruit, carrot/cucumber sticks, an individual cheese portion etc.

### Food allergies and intolerances

If your child suffers from any food allergies or intolerances, please talk to a member of the catering staff. Allergen contents are listed on our website and also displayed in the foyer and the dining room.

# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Attendance

Attendance is very important. Research has shown that poor attendance has a negative impact on children achieving their full potential at academic milestones. Punctuality and attendance are life skills and enable a positive work ethic and attitude, which if standards aren't maintained, could impact negatively upon career choices available and job security. Therefore, we are asking all parents to commit to ensuring their child is in school, on time, every day.

### Absence

Parents should contact the school on the first day of a child's absence to inform us of the cause. It is the responsibility of parents and carers to ensure that their child attends school regularly, punctually, properly equipped and in a fit condition to learn. If a child is prevented for any reason from attending school, parents/carers should notify school by using the Studybugs app. prior to the start of the school day. A pupil's absence from school will be considered unauthorised until a satisfactory explanation is received. Attendance is closely monitored, any issues will be raised with parents and where necessary be called in for a meeting. Please refer to the absence policy for further clarification/guidance. The local authority can issue fines if attendance falls below national expectations.

### Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### May half term

In order to give families, the opportunity to take advantage of cheaper holidays, the week before May half term will be authorised, although 100 % Attendance will be affected.

### Unauthorised Absence

No holidays requested during term time are authorised, unless under exceptional circumstances. An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, the absence is unauthorised if a child is away from school without good reason.

Under no circumstances will holiday requests be authorised should the proposed time period clash with public examinations such as SATs. Exceptional Circumstance Request Forms are available from the school office. You should not expect the Headteacher to agree to a family holiday during term-time. Each request is considered by the Headteacher and the overall pattern of attendance and punctuality over the year is scrutinised. If it is shown that the child has a poor record, then absences may be deemed unauthorised.

### Bereavement

The school is sensitive to family requests for a child's attendance at funerals or associated events.

### Special occasions

A request for a child to attend a special occasion during school time, eg family wedding, must be made in advance and the Headteacher will make the decision as to whether to authorise the absence.

### Days of religious observance

Attendance at a religious observance held by a religious body will be granted authorised absence and 100% attendance rewards are not affected.

### Procedure for taking a child out of school during the school day

Exit from the school during school hours is only through the main entrance. The absence is recorded on the signing out system with the reason, if they are returning to school, they should be signed back in using the same system. Children will not be allowed to leave during school hours unless accompanied by a responsible adult.

### Parents

Parents will be promptly informed over any concerns regarding attendance and given the opportunity to discuss these matters with an appropriate member of staff.

## Illness and medication in school

### Medical and dental Appointments

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays. If this is not possible then authorisation will be given where confirmation of the appointment is received from the parent/carer by showing the medical appointment card. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment whenever possible. Where there are specific medical conditions requiring regular on-going hospital appointments and treatment, this will not impact on the pupils being able to attain 100% attendance rewards.

### Children suffering with asthma

If your child has been diagnosed as asthmatic and has been prescribed reliever therapy (blue inhaler) please contact the school to arrange a care plan to be put into place and provide consent for staff to administer as required.

### Medicine in school

If children are on a course of antibiotics requiring administration three times daily, they are expected to take this out of school hours, i.e. before and after school and before bedtime. If the medication is needed four times a day, or with a meal at lunchtime, it must be in the original container, labelled with the child's name, prescribed dose and expiry date.

If your child needs to take any other form of medication during school hours, please bring this to the attention of the school and we will make any necessary arrangements.

## Internet safety

As part of St. Mary's ICT programme, we are pleased to be able to offer pupils supervised access to the internet. Before the school allows pupils to use the internet, they must obtain parental permission. Both they (if they are in Key Stage 2 only) and you must sign the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the internet will enable pupils to explore thousands of libraries, databases and hopefully in the future, exchange messages with internet users throughout the world via email.

# Frequently Asked Questions

## Jewellery, hair and make-up

### Hairstyles

As a school we would always want pupils to look smart at all times. It is expected therefore that children's hairstyles are smart too and follow the guidance detailed below.

Pupils should not wear extreme hair fashions that attract attention. These would include:

- Shaved or partially shaved hair i.e. shaved at the sides or with lines or images cut into the hair.
- Noticeably dyed hair.
- Mohicans.
- Top knots (unless this is part of religious practice).
- Large bows (eg JoJo bows) or hair bows, bobbles and headbands not in the school colours.
- Patterned or sparkly head scarves.

### Jewellery

Small stud earrings only, which must be removed before coming to school on P.E. days.

## Mobile phones

Only children in Year 6 are permitted to bring a mobile phone into school. The phone must be handed into the school office for the duration of the school day.

## Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum with the exception of individual or group music tuition.

### Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, however if we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip, or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

### Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the curriculum, we will ask for voluntary contributions towards the cost of such activities but will charge for travel expenses and the costs of board and lodging. Where such visits take place

at weekends or during school holidays, these will be regarded as 'optional extras' and parents will be asked to meet all of the costs.

### Damage and Breakages

Where it is clearly proven that a pupil is responsible for damage, breakage or loss of school property, parents will be asked to make a voluntary contribution for repair or replacement. It is hoped that all parents will appreciate that the Trust can ill afford such loss or damage which inevitably impairs the education of all pupils.

Our full policy on Charging and Remissions can be found on our website.

## Special educational needs

At St Mary's Primary School, our aim is to raise aspirations and expectations of all pupils with SEN with a clear focus on outcomes for pupils. All pupils, including those with SEN and disabilities have the same entitlement to a broad and balanced curriculum and to participate in all aspects of school life.

The SENCo is Mrs Katie Cooke; she can be contacted by telephoning the school (01782 235337) or meeting in person. The SENCo is a member of the management team of the school. The principle of inclusion is central to the Special Educational Needs (SEN) policy. The school values the abilities and achievements of all its pupils, promoting maximum development of knowledge, skills and understanding, together with personal and social growth for all.

### Provision for pupils with SEN

Teachers are responsible and accountable for the progress of the pupils in their class, including those on the SEN register or where pupils have support from teaching assistants or specialist staff. The first step for pupils who may have SEN is differentiated, high first quality teaching. The school regularly and carefully reviews the quality of teaching for all pupils, including those at risk of underachievement. More details of our SEND provision can be found on our website under Safeguarding/SEN.

## Helping to support children's learning at home

Children are given three types of homework:

1. Homework folder.
2. Reading book/diary.
3. Handwriting activities such as comprehension, spellings, etc.

Each book should be looked after carefully and respected like all other schoolbooks. The reading diary needs to come to school on a daily basis. It plays a key role in home/school communication – both parents and teachers use these

diaries, not only to keep track of the homework expectations, but also to send notes or reminders.

Homework should never be too onerous, nor should it ever create stress within the pupil's family. If parents have any concerns, they should not hesitate to contact the school.

Normally, more than one day will be allowed for the completion of a homework task, except where daily practice is to be encouraged eg reading, spellings and times tables.

## Emergency procedures

In the event of an emergency, such as exceptionally bad weather, please look out for announcements on the school website. In the event of school closure parents will be contacted by text, and/or Dojo. It is therefore vital that we always have an up to date contact number for you.

## What to do if you have a concern/complaint

If you have any questions or concerns about your child or the school, then it is always important to raise them with the Class Teacher. If you are still unhappy with the outcome, you can use the formal arrangements for making complaints using the Complaints Policy. A copy of this Policy is available by request at the school office or can be downloaded from our website.



# Working with parents

## TERM DATES

### Parental involvement

We believe that children whose parents are involved and interested in their learning do well. We involve parents in their children's learning and encourage them to be active members of the school community. Parent communication is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

### Communication with parents

#### News

Our school website has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' section where you will find a collection of useful information and copies of our Newsletters to parents. We also communicate with parents via text message and the class Dojo.

#### Reports/parent evenings

We hold two consultation evenings for parents during the year, and a report is produced at the end of the summer term.

#### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in their education with the school. We encourage parents to take an interest in their child's schoolwork and to support them at home with reading, spelling and times tables.

#### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

### Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work's address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

### Emergency texting system

We also use a text communication system and Class Dojo which enables us to contact you quickly in case of illness, absence, cancellation of an after-school activity due to bad weather, etc. Again, this makes it very important for you to keep us informed of your current mobile phone number and email address.

### School Trustees

The school trustees have a varied and important role in helping the school run effectively. They have 3 core functions:

4. Planning the strategic direction of the school.
5. Overseeing financial performance of the school and ensuring money is well spent.
6. Holding the headteacher or school leadership to account.

The Trustee role is strategic rather than operational. Trustees don't get involved with the day to day running of the school, instead supporting and challenging the school's leadership team to drive school improvement. Trustees usually attend around 6 meetings a year. Being a school Trustee is a commitment and a responsibility but offers you the chance to see first-hand the impact you can make in improving education for children in your community.

### Autumn Term 2025

|               |                                                         |
|---------------|---------------------------------------------------------|
| School Opens  | Tuesday 2nd. September                                  |
| Half Term     | Monday 27th. October to Friday 31st. October Inclusive. |
| School Closes | Friday 19th. December                                   |

### Spring Term 2026

|               |                                                           |
|---------------|-----------------------------------------------------------|
| School Opens  | Monday 5th. January                                       |
| Half Term     | Monday 16th. February to Friday 20th. February inclusive. |
| School Closes | Friday 27th. March                                        |

### Summer Term 2026

|               |                                                  |
|---------------|--------------------------------------------------|
| School Opens  | Monday 13th. April                               |
| May Day       | Monday 4th. May                                  |
| Half Term     | Thursday 21st. May to Friday 29th. May inclusive |
| School Closed | Friday 10th July                                 |
| School Closes | Friday 17th July                                 |

### Staff Training Days

|                                     |
|-------------------------------------|
| Monday 1st. September 2025          |
| Thursday 21st. May 2026 (twilights) |
| Friday 22nd. May 2026 (twilights)   |
| Friday 10th July 2026               |
| Monday 20th July 2026 (twilights)   |

## OUR VALUES

St Mary's is a highly successful multicultural Church of England school where Christian principles and values are woven through and underpin all that we are and do. We always have high expectations and strive as teachers to encourage children to be the best they can be in all they do, **so that with God's strength, together we can reach for the stars.**

Here, learning is fun and as practical as we can make it and we aim to make the curriculum come to life!

Experiential learning is important and so children have opportunities to learn, not just in the classroom but in our extensive grounds and outdoor areas through the use of our Farm. Children while they are here, are given the opportunities to visit not just local places of interest but throughout the UK.

We strongly believe that the teaching of our Christian faith values - with an emphasis on Jesus's teaching to 'love one another as I have loved you' John 13:34 - is what makes our school such a warm, calm and welcoming place.



## CORE VALUES



#### St Mary's C of E Primary School

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