St Mary's Church of England Primary School

SETTING THE SCENE

St Mary's is an 'outstanding' Church of England Primary School (SIAM's 2017) and judged as consistently 'good' by Ofsted March 2017, March 2012, June 2007.

The school is situated opposite St. Mary's Church of England on Rushcroft Road, High Crompton. The physical proximity of the church reflects the close relationship enjoyed by church and school. A Voluntary Aided school, St. Mary's was built and is owned by Manchester Diocese. St Mary's Church has exceptionally strong links with the school.

The church and community interacts positively with the life of the school. The school celebrates the major Christian festivals in church, while the school building is used regularly by a variety of organisations associated with St. Mary's Church.

St. Mary's Primary School is a one-form entry primary school. Accommodation is constantly improved and updated. Improvements to the building have been to ensure that it is barrier free. These include modifications to the main entrance and classrooms to facilitate inclusion for pupils with physical disabilities. Every effort has been made to ensure that St. Mary's becomes a 'barrier free' site. The building and playground are barrier free in every area with the exception of the first storey computer suite.

Fronting the school are mature gardens, with a paved area suitable for some outdoor learning. There is an extensive playing field and a split level playground at the rear, including a tyre park, outdoor classroom and trim trail, together with seating and picnic benches on the elevated quiet play garden. Most recently a path with activity stations has been created on the field to allow all year use to this area, and further increase pupil enjoyment. A car park and improvements to the road layout ensures the school is a School Safe Zone thus facilitating safe delivery and collection of pupils.

The School Vision and Values

'Love one another as Jesus loved us' (John 3 v 34-35)

Jesus said, 'Love one another as I have loved you'.
Through God's love and our Christian Values, we encourage each individual to love, respect and value themselves and others.
We encourage and nurture the growth of every individual and their uniqueness so that all flourish and become all that they can be and all that God made them to be.

AIMS

1. To value all God's children by providing a safe, caring and inclusive environment, prioritising our efforts to keep them safe from harm.

2. To meet the academic and spiritual needs of pupils through, high expectations, a rich and relevant curriculum which enables every individual regardless of ability to achieve their full potential.

3. To equip learners with transferable skills developing creative and enthusiastic thinkers. Pupils will use their initiative, build confidence, resilience and independence, promoting a 'can do' attitude and a desire to learn.

4. To ensure children respect themselves and others, treating everyone fairly with an understanding of their individuality regardless of race, religion, gender, disability, sexuality or social background.

5. To promote responsibility for our actions and behaviour choices; seeking forgiveness and understanding through social and moral development and achieving a culture of excellence.

6. To develop an understanding of deprivation and disadvantage locally, national and globally enabling them to become responsible, valued and contributing citizens.

7. To inspire personal and spiritual growth through high quality worship and reflection.

VALUES

Our core Christian Values are:

Wisdom **Hope** **Respect (dignity)** **Community (koinonia)**

Our other Christian Values are:

Peace Justice Thankfulness Joy Faith Trust Love Compassion Responsibility Service Courage Creation Humility Generosity Friendship Forgiveness Truthfulness Perseverance

Learning at St Mary's

Building Learning Power Statement

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasises the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning, self-assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

The Curriculum

At St Mary's School we value the importance of a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and which prepares pupils at school for the opportunities, responsibilities and experiences of later life. The Key Skills underpin all learning activities and priority is given to the development of these to ensure that children become equipped with these vital skills. The Key Skills are communication, numeracy, ICT, learning to learn, working with others and problem solving. Each child is taught in a class with children of his or her own school year group (between 1st September and 31st August in any given school year). Teaching methods include whole class, group and individual teaching as appropriate. The curriculum is planned through thematic topic studies and covers the National Curriculum Programmes of Study. We seek to maximise the potential of all our pupils, including the more able and those who find difficulty with some aspects of learning. The preferred learning styles of individual pupils are taken into account when planning learning activities, whether visual, auditory or kinesthetic. We continually seek to provide first hand learning opportunities to engage and motivate pupils and thus foster a love of learning. The children's happiness and personal and social wellbeing is at the heart of St Mary's School.

Foundation Stage

Appropriate emphasis is given to the Early Learning Goals. These include:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

These areas of the Foundation Stage Curriculum are taught through a wealth of first hand experiences. Children are actively encouraged to become independent, make decisions, interact with their peers and problem solve. We believe that these first steps into primary school are crucial.

Key Stages 1 and 2

Children begin the National Curriculum, within which English, Mathematics, Science, Religious Education and Computing are known as the `*Core Curriculum.*'
The National Curriculum foundation subjects are: History, Geography, Music, Art and Design, Design and Technology, Physical Education, Modern Foreign Language (Spanish), Personal, Social & Health Education and Citizenship. Pupils in Key Stage 2 have the opportunity to attend swimming lessons. Policies on relationships, sex education (RSE) and teaching about drugs have been developed with due regard the school's status as a Voluntary Aided Church of England Primary School. Parents have the right to withdraw their child from any RSE that falls outside the statutory curriculum. Parents with concerns should make an appointment with the Headteacher and a full copy of the policy is available on request.

RE and Worship
Religious Education has been a statutory requirement since the 1944 Education Act, which also established the daily act of corporate worship. As a Church of England School, we follow the Manchester Diocesan Board of Education R.E. Syllabus which includes visits to our local church and other places of worship such as a local Mosque, Jewish Synagogue, Gurdwara Temple and Hindu Temple.

The Governors recognise parental rights to withdraw their children from R.E. lessons in accordance with the 1988 Education Reform Act.

There are several steps that need to be taken to make the process safe, efficient and incorporated into the smooth running of the school.

Guidelines :
If parents wish to withdraw their child/children from RE lessons they need to:

- Make contact with the school in person or by letter.
- Establish with the Headteacher their concerns and whether they intend partial or total withdrawal for their child/children.
- Establish with the Headteacher the practical implication of withdrawal.
- It is not envisaged that establishing the reason and practicalities be either lengthy or a means to change parents' minds, but it may necessitate a brief visit to school.

Parents of withdrawn children will be asked to provide suitable alternative work of a religious nature for their children for the R.E. period. It will not be the responsibility of the teacher either to set or mark alternative work.

Withdrawn children will be allocated to different classes on an independent basis in order to ensure suitable supervision. These arrangements may need to change from week to week.

Each school day includes a collective act of worship. Parents are invited to join us for celebration assemblies each Friday. Local clergy from St. Mary's Church, visit the school to lead worship and give blessings at the church services led by pupils. Most worship is of a

Christian nature and is invitational. We also show respect to and raise awareness of all faiths to reflect the multi-cultural nature of our society.
Parents have the right to withdraw their children from collective worship after consultation with the Governing Body.

Assessment

Assessment for learning is an important element of the daily interaction between teachers and pupils. This means that teachers regularly mark and assess work and use the information to advise children about what they need to do to improve or to reach the next stage of their development. This form of assessment is presented in a positive and supportive manner, with each child's achievement duly celebrated and acknowledged.
Annual Reports are sent out to Parents at the end of the summer term as a record of pupils' achievements across the curriculum.
While pupils` progress is assessed throughout each term, teacher assessment is supported by end of year summative tests. During Year 2 and Year 6 (usually at ages 7 and 11 respectively) pupils undertake Standard Attainment Tasks (SATs) and assessments. From June 2020, Year 4 pupils will undertake a statutory times tables test. Pupils are also assessed by the teacher at the end of the Foundation Stage against the Foundation Stage Profile. At the end of Year 1, pupils undertake a statutory phonics screening check.

Educational visits

Educational visits are an invaluable part of the educational process and we would hope that parents support their children in these ventures.

Charging policy

A full copy of this policy is available from the Headteacher on request and is available on the school website. At St Mary's School we will not make any charge for activities that take place in school time, apart from certain circumstances such as instrumental tuition. The school will however invite parents to make voluntary contributions towards these educational visits or visitors. It should be noted that educational visits may have to be cancelled if insufficient voluntary contributions are made towards the cost.
St Mary's does make a charge for some activities that are provided wholly or mainly outside school hours for example some of the extra-curricular activities where there is an external provider and any residential trip.

Extra-Curricular Activities

Extra-curricular activities are invaluable in enhancing children's self-esteem, motivation and enthusiasm about school. Parental permission is required for children to participate in extra-curricular activities. The parental consent form, which parents are asked to sign, stresses the need for responsible commitment, high standards of behaviour and sportsmanship. Adherence to rules and personal safety are of paramount importance in all of these activities. This involves our insistence on the safe use of equipment and on participants` wearing appropriate clothing and footwear. At the heart of our school ethos is the cultivation of sporting attitudes, honesty and fair-play. This is further stressed in our "Declaration of Fair and Safe Play", which all children sign as a condition of their being allowed to play football and other team games during playtimes and lunchtimes.

Below is a range of extra-curricular activities that have been typically provided throughout the year:

Football (Years 2 - 6)
Netball (Years 5 & 6)
Badminton (Years 4 – 6)
Cricket (Years 3-6)
Rounders (Years 5 & 6)
Gymnastics (Years 2 – 6)
Zumba/Fame Academy (Reception-Year 6)
Groundbreakers (Years 2 – 6)
Ethos Group (Years 2-6)
Sports Games Lunchtime Club (Reception)
Fun Stuff Lunchtime Club (Years 3-4)
Multi-skills Lunchtime Club (Years R-2)
ICT Club (Year 6)

Music

St Mary's School is highly regarded by the community and Oldham Music Centre for the high standard of musical opportunities it provides for its pupils. Peripatetic tuition is offered in woodwind, percussion and brass instruments to pupils from Year 3 – Year 6. This is subject to children's aptitude and to an annual financial contribution. In addition the school offers an opportunity to participate in the school Wind Band and School Choir. This is subject to children's aptitude and commitment to rehearsals and performances.

Children are also encouraged to participate in class assemblies, concerts and in drama productions.

Sport and other performance skills, raises children's self-esteem and confidence.

Inclusion

Special Educational Needs and Disability (SEND)

The Governors and Staff are committed to developing each child's potential in all areas of the curriculum, having due regard for the SEND Code of Practice (DfE 2014.) Extra support will be given where required to enable each child to achieve their potential. The school is fully committed to the Equality Act (2010) and will make all reasonable arrangements to provide inclusive education and services for all those involved in the school. Further details of existing facilities to assist access to school for pupils with disabilities are included in the Single Equality Plan which is available in school and on the school website. The school has a comprehensive policy on providing for children with special educational needs both with and without EHC plans. As with other school policies parents can have a copy of this on request. There is also an information report on the school website that provides further information.

We have a SENCo (Special Educational Needs Coordinator) in school. An important part of their role is liaison with parents and other agencies. The school believes that as parents you have a vital role to play in supporting your child's education. We work in partnership with parents in planning how best to meet the additional needs of each pupil. At each stage, we consult parents if we are concerned about a child's educational progress or social or emotional needs. We give additional help by:

a) Teaching in a variety of ways to suit the individual learning styles and interests eg visual, or special interests such as dinosaurs

b) holding Pupil Centred Reviews with Parents

c) providing each child with identified additional resources

Sometimes we may involve other professionals from outside school to advise us. Your permission would always be sought before we involve any of these services in addressing any child's additional educational needs or disability.

Children who demonstrate exceptional abilities are catered for through enrichment and extension activities prepared by the class teacher. On occasion small groups of similar children may be withdrawn to work on specific activities.

We recognise that both less able and more able children need and deserve to be supported in their learning and actively take steps to ensure that disabled pupils are not less favourably treated than other pupils.

Equal opportunities

The Governors and Staff of the school actively support a policy of equal opportunities and have a Single Equality Policy which reflects the Equality Act (2010.)

Admissions

Admissions to an Aided school are the responsibility of the Governing Body, in agreement with the Diocesan Board of Education and the Local Authority. A full copy the School Admissions Policy is available on the school website or alternatively a paper copy can be obtained from the school office.

When applying for a Reception Class place it is essential that parents receive the most up to date and relevant information. We request you contact us in the September prior to your child commencing school so that we can advise parents on what action you must take. Details of when and where to access the Local Authority application form plus the school's own supplementary sheet will also be available.

You must complete both documents and ensure that you receive a receipt/acknowledgement for both.

Parent Partnerships

Working in strong partnership is very important to every child's journey. Parents obviously have the most powerful influence on their child's development and we aim to help parents "belong" and to feel that St. Mary's is their school too. Children make maximum progress when home and school work closely together and research shows increased parental involvement directly impacts on pupils learning. Reading and Home Learning is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. Class Assemblies are held throughout the year where the children showcase their learning. This is another great opportunity for parents to see their child's achievements for themselves and also develops confidence on public speaking skills.

Communication

At St. Mary's we strongly believe that communication is key to ensuring all children are happy, secure, motivated and ultimately successful. We have a wide variety of means of communication alongside termly parents meetings and annual report.

The school website is a key source of information and communication and parents can find a large amount of information from this source.

Communication methods include:

- School website: www. stmaryscecrompton.oldham.sch.uk
- School twitter: @stmarysce
- Parentmail
- School monthly newsletters
- Termly Class newsletters
- Senior Staff available on the playground before 9:00am
- Class teachers available before 8:50am and after 3:30pm in classrooms
- Green reading record books to communicate day to day matters

Volunteering to Help in School

We are keen to encourage our parents - or grandparents - who have a few hours to spare each week to come into school to assist children's learning. This very rewarding support role can give invaluable aid to individuals and groups in a wide variety of activities. Please contact either the Class Teacher or the Headteacher if you are interested. In the interests of child-protection, we stipulate that all adults working with children must agree to undergo a Disclosure and Barring check (DBS) before beginning their voluntary roles in school.

St Mary's Support Group

Support Group is open to all parents and friends of the school. A small committee of parents organise and run the social and fundraising events throughout the year and serve refreshments on other occasions. Please consider coming along and supporting them by joining the committee or offering to help at events.

This association has been formed to extend the partnership between home and school and members of the community for the benefit of all the children at the school. We are very grateful to the Support Group for their excellent work in fund-raising and supporting the school. In recent years they have provided our pupils with 20 i-pads, 16 Mac Book's, a new path along the field with activity stations, a trim trail as well as providing treats such as a

Big Top Circus coming to school. All these have been achieved through fund raising events such as termly discos, sponsored events, bake off, fashion shows and coffee mornings.

Home Learning

At St Mary's we want to enter into a real partnership with you to help every child fulfill their potential.

Home learning for primary age pupils should not unduly impinge on essential time for play, relaxation and other interests. However in all classes, children will be asked to complete an appropriate amount of weekly home learning. Children will usually be given at least two days to complete a set piece of home learning – this recognises their other out of school commitments. Parents may be notified if a child consistently fails to complete tasks set.

Reading is of paramount importance to each child's educational development and should therefore be a daily activity. The children have access to a wide range of reading material and bring their books home for shared and independent reading. We encourage communication on your child's reading by both parents and staff recording progress in a personal reading record book. Parents are required to purchase a school book bag for children to carry their books home. These can be bought directly from the school office.

Reporting to Parents

The sharing of information, concerns and successes between home and school is vital to ensure a child's progress. If you have any questions or anxieties about your child, queries about the curriculum or information that you think we should know, please talk to a member of staff. We are always willing to discuss any concerns parents may have. It is helpful if appointments are made via the school office.

Formal parent evenings are offered termly when parents meet class teachers to discuss progress and have the opportunity to view their child's work.

In July parents will receive a written report of their child's progress.

Home School Agreement

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

Complaints

Problems often arise from misunderstandings which can be easily addressed. It is helpful if you can contact school outlining your concern as soon as possible as it is difficult for us to investigate an incident or problem that has happened some time ago or has been the subject of debate on social media. Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. If the teacher is unable to deal with the matter then please contact the Headteacher who will be pleased to discuss the matter further. The Headteacher will make every effort to ensure that the matter is resolved satisfactorily. As a Voluntary Aided School, the Governors are the ultimate authority in matters of complaint. The policy is available from school or on the school website.

Pastoral Care

The safety of the children is our prime concern and we ask for your co-operation in this matter. All sensitive data is kept confidential.

All members of staff (and other children) help to care for the emotional, moral, physical and social welfare of the children in our charge. In particular, each class teacher exercises special responsibility for the total well-being of the children in his or her own class. Parents and children are urged to inform class teachers or the Headteacher if they have any concerns. Spending time solving problems is preferable to difficulties interfering with a pupil's sense of well-being. Children can only thrive and learn effectively if they have a genuine feeling of personal security and well-being.

Children are not allowed to leave school premises during school hours unless accompanied by a parent or an appropriate adult. Prior notification from parents is necessary on these occasions. In addition, no pupils in Reception, Year 1 or Year 2 will be dismissed at the end of the school day into the charge of anyone who is not a parent or designated carer without prior notification. The Headteacher should be informed in writing where custody or access to a child may be an issue.

Behaviour and Discipline

Our rules are designed to ensure a safe and secure environment for our pupils and staff and to provide a model of a caring, courteous and civilized society. We aim to develop a sensitive tolerance for physical and cultural differences and a strong intolerance of intimidation, aggression or disrespectful behaviour.

Children are encouraged to take pride in our school, maintaining the highest standards of conduct, courtesy and care for others and for our school environment. Our expectations encourage consideration for others and quiet, polite conduct around the school. We expect children to follow instructions given by all the adults in school including lunch time staff. We aim to guide and nurture children from imposed discipline to self-discipline. Our discipline is based on appropriate principles involving mutual respect, consistent fairness and honesty.

We believe that children's enjoyment of success in a variety of fields of endeavour raises their self-esteem and their commitment to making our school a well-ordered, safe place for all. Our behaviour policy involves praising children's positive contributions while dealing firmly, fairly and consistently with any misdemeanours which occur.

We exercise vigilance regarding intimidation or victimisation and we encourage children to share any concerns or worries they may have; we always take these seriously. There is a **strict 'no hurting' rule** in school. Bullying, fighting (including 'pretend fighting') and all other forms of violence are expressly prohibited. Deliberate insolence, disruptive behaviour and disobedience to members of staff are not tolerated. Minor sanctions are usually imposed as the first responses to unacceptable behaviour. These include withdrawal of privileges, loss of playtimes or temporary removal from the group. Pupils who commit misdemeanors may be asked to complete a 'Pupil Reflection Form' to improve future behaviour.

We value a partnership with parents in helping to create and maintain an atmosphere that is disciplined without being oppressive. Parents are asked to support the school's behaviour policy and may be invited into school to discuss appropriate actions if a pattern of misbehaviour occurs. When a child recognises that teachers and parents are united in their wish for appropriate conduct, negative behaviours usually change for the better.

School Council

Pupils in Year 2 to Year 6 democratically elect members of the School Council who regularly meet with representatives of the teaching staff. There is an open agenda, whereby pupils and staff have the opportunity to bring forward issues of mutual concern. Members of the School Council feedback proposals and suggestions of interest either to their respective classes or during assemblies.

Ethos Group

Pupils in Year 2 to Year 6 are members Ethos Group. Each time a place becomes available for a year group, pupils' names are drawn out of a hat to fill the space. Ethos group lead activities throughout school for all pupils to take part that promote 'Christian Values' and that develops the Christian distinctiveness and ethos of the school further.

Healthy School

St. Mary's holds the Diamond award for Enhanced Healthy Schools. With the active involvement of the School Council, we have developed a rule of 'fruit only' playtime snacks. Instead of 'birthday sweets', we suggest children might wish to buy their class a book to celebrate their birthdays. We have achieved the 'Tooth Friendly Primary School Platinum Award' by disallowing sweets in school and not using them as part of our rewards system. Water machines are available in all classrooms to encourage children to drink plenty of water and to keep hydrated.

Emergency contact

It is imperative that the school office has up to date contact details of persons you wish school to contact in the event of illness or emergency. Changes of address or work telephone numbers should be notified to school as soon as they are known.

Illness and injury

We take excellent care of children in our care; nevertheless children can become unwell or sustain minor injuries. We administer sympathy in the first place, first aid through a trained person when necessary and deal with the very rare, more serious injury with first aid and by informing the parent so that they arrange for their child to be taken to the doctor. In extreme cases we would call the ambulance service. We follow very precise policy guidelines about what to do and always act in the best interest of a child. Where possible, parents will be consulted before medical attention is sought. We have a large number of staff who are trained in first aid.

All bumps to the head are treated as potentially serious and all children who report a head bump will be seen by a first aider. If a child receives a bump to the head they will be treated with a cold compress and given a form that gives the date and time of the bump. If the bump is minor they will return to their classroom where they are kept under observation.

If there is any cause for concern we contact parents who will decide whether to have the child checked by a medical practitioner or to take them home to keep under observation.

If a child is unwell during the school day arrangements will be made for them to go home.

The school has information and follows guidance from the Health and Safety Executive (HSE) on contagious diseases and the length of exclusion from school, please ask the school office for further advice.

Sickness

If a child has vomited or had a tummy bug they must remain at home for at least 48 hours after the last bout of sickness. Many children return to school when they are still contagious or before they are fit enough to cope with a day's schooling which could have a negative effect to the classroom and spread the infection more widely.

Medicines

Administration of medicines is not routinely carried out by school staff. The exceptions are preventative medical treatment, i.e. asthma inhalers and emergency treatments for anaphylactic allergies.

Where it has been agreed with the Headteacher that a prescribed medicine (for a long term medical condition) is to be administered by staff in school, then parents will be required to complete and sign a Medical Permission Form or have an Individual Healthcare Plan provided by Healthcare professionals.

Staff are annually trained to meet any medical needs and are made aware of the requirements of care plans in place for individual pupils.

Parents/Carers may arrange to come into school to administer medicines by arrangement with the Headteacher.

Lip balm may be used, if necessary but must be clearly labelled with the pupil's name and the pupil must be able to apply the balm for themselves. Pupils must not share lip balm. If a parent supplies lip balm for their child, this will be deemed as consent for its use. Please note throat lozengers are not permitted in school.

Sun Safe Policy

Sun cream may be used in school but must be clearly labelled with the pupil's name and the pupil must be able to apply the cream for themselves. However we recommend that 'all day' suncream is applied before your child comes to school and that a sun hat is provided. Pupils must not share suntan cream. If a parent supplies sun cream for their child, this will be deemed as consent for its use.

Headlice

If you suspect your child may have contracted headlice please do not panic! Unfortunately they can be a persistent problem and are often attracted to the cleanest of heads! They are particularly common amongst young children who tend to play closely together. Please inform us and we will send the standard information letter out to the members of the class. Current health advice is to avoid treatment with chemicals but to wash the hair using lots of conditioner and to remove the eggs and adult lice with nit combs. We are no longer permitted to examine children's heads and rely on the co-operation of **all** parents to eliminate this problem. From time to time we have a whole school 'Bug Busting Day' when we ask all members of the school community to check their hair.

School Health Service

The School Health Service is provided visit our school on a regular basis to monitor children's health and provide support for parents. During their first year at school the school nurse will carry out hearing and eye checks with your permission. You will be invited to make an appointment to talk to the school nurse to discuss any medical problems which may affect educational progress. The school nurse continues to carry out regular vision and hearing tests as children progress through school and may also monitor growth and weight.

Before And After School Care and School Holiday Club

Before and After School Care is operated by 'Squirrels Childcare Ltd', Monday to Friday 7.30am – 9.00am & 3.30pm – 5.45pm.

Please call into the school office or view the school website for further details.

Attendance and Absence Reporting

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises their learning opportunities.

Attendance at St. Mary's is consistently high. Parents can be congratulated on their efforts at getting children to school every day. Children receive badges each term for 100% attendance or attendance which exceeds our school target.

When a child is ill or absent for any reason, it is important for parents to contact the school as soon as possible and before 9.30 a.m. on the first morning of absence. If we are not notified of an absence, the School Administrator or our Attendance Officer will contact the home of a missing child to verify the child's safety and well-being. This avoids anxiety about a child not arriving as a result of a mishap on the way to school. We ask parents to understand that all of these provisions are in the interests of child protection rather than mere bureaucracy.

When a parent requests permission of the school for their child's absence, school is not obliged to accept the request as a valid explanation for absence. If school doubts the validity of the note, the absence will be unauthorised. If school is satisfied that the illness is genuine, the absence will be authorised.

Medical and Dental Appointments
Routine medical and dental appointments should, wherever possible, be arranged outside of school hours. In exceptional circumstances where a medical or dental appointment is in the school day this absence will only be authorised where confirmation has been received.

Family Holidays: Children benefit from attending school as often as possible. Term time holidays will not be authorised by schools and their Governing Bodies unless they meet the Government's specific criteria issued to schools'. Any holidays taken will be unauthorised and parents may be subject to a fixed penalty fine.

Religious Observance: Absence to participate in days set aside for religious observance by the faith to which parents belong will be classified as authorised.

Punctuality and Lateness:
It is essential that pupils arrive promptly for the start of the school day. If a pupil arrives 30 minutes from the beginning of school time, this is recorded as an unauthorised absence. School begins at 9.00am for all children and we welcome your support in ensuring children are in the playground when the whistle blows at 8.55 a.m. However, please do not leave children waiting in the playground or outside the school grounds unsupervised as school cannot accept responsibility for their welfare and safety before 8:50am.

Safeguarding

All pupils in our school are aware that all staff are available to talk to. The school is committed to ensuring that pupils are aware of how they can keep themselves safe and what behaviours are unacceptable and shares this purpose with parents to educate and keep children safe from harm and have their welfare promoted. Further guidance can be found on the school website. Any photographs or video recordings of school performances or events must be wholly or mainly of your own child for personal use and must not be uploaded onto the internet, this includes all social media sites. All visitors to school must turn off their mobile phones. No unauthorised recordings or images are to be taken on school premises.

Child Protection:

St. Mary's C of E Primary School is committed to ensuring the welfare and safety of all children in school. All Oldham schools, including St. Mary's Primary School, follow the Oldham Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. St Mary's is an Operation Encompass school where any instances of domestic violence is reported to the school by the police in order that school can offer pastoral support.

The school's child protection and safeguarding policy are available on the school website.

Privacy Notice - Governed by the General Data Protection Regulation (GDPR)
St Mary's CE Primary School is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes

St Mary's CE Primary School complies with its obligations under the "GDPR" by:

- keeping personal data up to date;
- by storing and destroying it securely;
- by only collecting or retaining data which is required to enhance or support your child's education and wellbeing ;
- by protecting personal data from loss, misuse, unauthorised access and disclosure
- by ensuring that appropriate technical measures are in place to protect personal data.

We hold this personal data and use it to:

- To enable us to provide a responsible and safe school for the benefit of our children in a particular geographical area ;
- To administer pupil assessments, progress and records;
- To manage our Staff, Pupils, Governors, employees and volunteers;
- To maintain our own accounts and records ;
- To inform you of news, events, activities and services running at St Mary's CE Primary School;
- To share your contact details with the DFE and Local Authority, as required, so they can keep you informed, and for statistical research activities in which you may be interested.

We keep data in accordance with the guidance provided by the DFE. Full details can be found in the school Data Protection Policy on the school website.

Specifically, we retain data while it is still current on;

- children's name address and unique identification number
- telephone mobile numbers of those with parental responsibility for contact only
- attendance data
- behaviour/ exclusion data
- medical information
- special educational needs information
- pupil safeguarding information
- behaviour needs information
- pupil premium information re free school meals
- single central record and safeguarding data for Staff, Governors and Volunteers
- assessment data
- records relating to accidents/injury

Your personal data will be treated as strictly confidential and will only be shared with others for purposes connected with the school. We will only share your data with third parties outside of the school with your consent.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which St Mary's CE Primary School holds about you;
- The right to request that St Mary's CE Primary School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for St Mary's CE Primary School to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, T*his applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of educational research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

If you want to see a copy of the information we hold and share about you then please contact the Business Manager at St Mary's CE Primary school.

Organisation of the School

Classes are organised in separate year groups (Reception to Year 6). We adhere to the Government's infant class size initiative, fulfilling the statutory requirement that no child will be in a class of more than 30 children.

The school day:

Morning session	9am-12 noon (including Key Stage 1 break 10.25-10.40am, Key Stage 2 break 10.40-10.55am))
Lunchtime	Noon-1pm (Key Stage 2) Noon-1.30pm (Key Stage 1)
Afternoon session	1pm-3.30pm (Key Stage 2) (including break 2.15-2.30pm) 1.30pm-3.30pm (Key Stage 1) (including break 2.35-2.50pm)

Arrival at school:

The school cannot be responsible for children before 8.50am.
Children should arrive punctually between **8.45am** and **8.55am.** Children will be supervised on the playground from 8.50am and then asked to enter school through the Key Stage 1 or 2 entrances. We encourage independence and we like to see children put their own coats, lunchboxes and bags in the correct places themselves and settle down quickly for the register.

End of the day:
Please also ensure your child is collected on time at 3.30 p.m. Children in Years 3-6 are dismissed from their classroom door and asked to stay in the classroom if an adult hasn't arrived on time. Year 1 and 2 children are dismissed from the Key Stage 1 entrance to a responsible and known adult and Reception children are dismissed from the Foundation Stage entrance to a responsible adult. If you are unable to come or are delayed please telephone school or send a written note informing the class teacher of alternative arrangements made.
Please ensure that you leave the premises promptly as school are not responsible for supervising children after 3.30pm unless they are involved in an extra-curricular activity.

For Health and Safety reasons the tyre park, trim trail, field pathway and willow structure will be strictly out of bounds to pupils and their siblings outside of the school day (9:00am – 3:30pm)

Unavoidable School Closure
We will always endeavour to open the school, but in cases of bad weather or other emergency that may affect access, our essential services or the health and safety of our pupils and staff, closure may be unavoidable. During severe weather check the school website, twitter, parentmail text messages and the Oldham Council School closures webpage.

Parking

We ask that you take all reasonable care when bringing and collecting children by car. Parking on the markings outside school is strictly prohibited. When parking locally please avoid obstructing entrances, exits and driveways of local residents. Please also avoid parking on pavements to prevent wheelchair users and pushchairs from having to step out unnecessarily into the road.

In the interests of health and safety we actively promote 'Walking to School' initiatives and encourage parents and children to 'park and stride.' This not only has health benefits but reduces congestion. This all needs patience, consideration and co-operation from everyone in the interests of safety.

Please note the school car park is for staff parking only and is NOT a pedestrian access.

Please make sure that on arrival and collection you supervise your children in the school grounds.

Please do not bring dogs into the school grounds.

Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal funded by the Government, to continue receiving free school meals from Year 3 upwards, families need to receive the one of the following:

- income support
- income based job seekers allowance
- child tax credit

Pupil Premium Support

If you are in receipt of any of the benefits above it is important to still apply for free school meals even if your child is in Reception, Year 1 and Year 2 because any child registered for free school meals may get other help too with uniform, residential costs, travel costs, learning support etc from the Governments pupil premium programme. For more details please contact the School Office.

All applications are treated confidentially.

Lunch Time Arrangements

During the lunch period, the children are cared for by a team of midday supervisors. School meals are cooked freshly on the premises. A drink of water or occasionally fruit squash is provided, although children may bring drinks in secure cartons. If your child has particular medical or religious dietary requirements please discuss this with the Headteacher so that appropriate meals can be prepared.

A packed lunch may be brought as an alternative to school meals. These should be in a lunchbox or container which is clearly marked with the child's name and year group. Parents providing packed lunches are asked to ensure that they follow guidelines for healthy eating. Please do not send gimmick foods eg fruit winders or squeeze yoghurts.

One week's notice is required when changing from a packed lunch to a school dinner and vice versa.

Payment

For pupils in Key Stage 2 school meals must be paid for in advance on a Monday either weekly or half-termly. Parents are encouraged to use our secure online payment system or alternatively children can bring dinner money to school. This should be in an envelope clearly labelled with their name, class and amount. Cheques should be made payable to *Oldham Council.*

Snacks and Drinks

We participate in the Government Fruit and Vegetable Scheme therefore Foundation Stage and Key Stage 1 children are provided with a piece of fruit every day. They may, of course, bring fruit or vegetables from home if they prefer for their mid-morning snack.

We also operate a free school milk scheme in the Foundation Stage and Key Stage 1.

Cooled water dispensers have been installed around school giving all children access to water throughout the day.

School Uniform

Parents unanimously support our school uniform policy and ensure that their children are appropriately and smartly dressed for school.

All items of clothing must be clearly labelled with your child's name.

The uniform consists of:

·Pale blue shirt or blouse **(No Polo Shirts)**

·Grey trousers or skirt

· (blue & white cotton - usually gingham - dresses may be worn in ·the summer)

·Dark grey jumper or cardigan

·Grey or white socks *(in cold weather, **grey** tights may also be worn)*

·Navy blue & gold tie (Ties are available either in traditional style for Key Stage 2 pupils or pre-tied with an elasticated neck piece for Key Stage 1 pupils. These may be purchased from school.)

Both boys and girls may wear smart, grey trousers.

Black shoes should be worn in school. Trainers are not permitted.

Those wishing to play football at playtimes may change into trainers for playground use.

Jewellery

For safety reasons, jewellery is not allowed in school, with the exception of watches. This means that earrings and studs are <u>not</u> allowed in school. Watches should be removed for physical education and games. (Fitbits/activity trackers, smart watches or other similar devices are not permitted in school)

PE Kit

The PE kit consists of:

·White tee shirt, Dark blue shorts (a gym-skirt may be worn if preferred for older pupils)

·Black Indoor Pumps (trainers are more suitable for outdoor activities but not for indoor P.E.)

·**Key Stage 2 pupils only** may be requested to bring a warm top (preferably without a hood) for outdoor PE during colder weather. These should be dark in colour e.g. navy, grey. Hoods on tops will be asked to be tucked in for Health and Safety reasons.

All children are expected to have their P.E. kit available in school whenever their class has P.E.

Hair/Cosmetics

All long hair needs to be tied back due to health and safety reasons. Hair should be smart and appropriate for school and should be of a natural colour. Fashion accessories eg large bows and headscarves are not permitted as a means of securely fastening back long hair. Hairstyles, which are deemed to be extreme by the school, are not permitted. There must be no patterns/tramlines or extreme height. **As guidance hair should be no shorter than 3 on top and 2 on the sides.** No make-up or nail varnish is permitted.

St Mary's Governors

Name	Type of Governor
Grahame Benson (Chair)	Foundation/P.C.C.
Mr Andrew Green (Vice Chair)	Foundation/P.C.C.
Mrs Katy Cunliffe	Ex Officio (Temporary Appointment)
Mrs Tracey Evans	Diocese
Mrs Eileen Arthur	Foundation/P.C.C.
Mr David Oakes	Foundation/P.C.C.
Mrs Melissa Smith	Foundation/P.C.C
Mrs Zoya Stott	Foundation/P.C.C.
Miss Susanne Morris	Foundation/P.C.C.
Mr Colin Cunnington	L.A.
Mrs Kathryn Sanderson	Parent
Mr Ian Mayhew	Parent
Mrs Amy Snape	Parent
Mrs Pamela Hartley	Headteacher
Mrs Joelle Hardman	Co-opted
Mrs Johanna Stock	Staff Representative

Clerk to Governors
Oldham L.A. Governors Support Officer

St Mary's Staff

Headteacher	Mrs Pamela Hartley
Deputy Headteacher	Mrs Joelle Hardman
Assistant Headteacher	Mr Steven Day (KS2 Leader)
Teachers:	Mrs Susan Ernest (KS1 Leader and SENCo)
	Mrs Liane Booth
	Mrs Ashley Burke
	Mrs Suzanne Corless
	Miss Helen Fricker
	Mrs Frances Barlow
	Miss Nadia Zylko
Peripatetic Music Teachers:	Mr Roger Meaden (Brass)
	Mrs Jane Meaden (Woodwind)
	Mr Adrian Smith (Percussion)
	Mrs Hannah Davies (Choir)
Learning Assistants:	Mrs Debbie Atkinson
	Mrs Natalie Hague
	Miss Bethany Fisher
	Mrs Lara Foster
	Mrs Barbara Hill
	Mrs Karen Holt
	Mrs Susan Procter
	Mrs Jane Riley
	Mrs Lesley Roberts
	Mrs Sheila Whitmore
Office Manager:	Mrs Johanna Stock
Administrative Assistant:	Mrs Beverley Miskiewicz
Site Manager:	Mr John Chapman
Cleaner:	Mrs Joanna Clarke

Midday Supervisors:	**KS 1**
	Mrs Elaine Bailey
	Mrs Suzie Hirst
	Mrs Pamela Shore
	KS 2
	Mrs Angela Boardman
	Mrs Sue Procter
	Mrs Sheila Whitmore
	For SEND Pupils
	Mrs Jane Riley
	Miss Bethany Fisher
	Mrs Lara Foster
Kitchen Supervisor:	Mrs Jackie Presland
Kitchen Assistants:	Mrs Janice Jewes
	Miss Jessica Clarkson

NATIONAL CURRICULUM ASSESSMENT RESULTS

Ofsted reports can be downloaded from their website at
https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/105711

The latest school performance data is available from the Department for Education website
https://www.compare-school-performance.service.gov.uk/school/105711

The following is a summary of the SAT's results at Key Stage 1 and Key Stage 2 in July 2019.

Key Stage 1

2018-2019	Working towards the Expected Standard		Working at the Expected Standard and above		Working in Greater Depth within the Standard	
	School	National 2018	School	National 2018	School	National 2018
Reading	23%	25%	77%	75%	23%	26%
Maths	20%	24%	80%	76%	26%	22%
Writing	30%	30%	70%	70%	13%	16%
Science	17%	17%	83%	83%	N/A	N/A

Key Stage 2

2018-2019	Working towards the Expected Standard		Working at the Expected Standard		Working in Greater Depth within the Standard	
	School	National 2019	School	National 2019	School	National 2019
Reading	6%	27%	94%	73%	45%	28%
Maths	6%	21%	94%	79%	48%	24%
Writing	10%	22%	90%	78%	23%	20%
Spag	6%	22%	94%	78%	42%	34%
Science	10%	19%	90%	81%	N/A	N/A

Reading, writing and mathematics attainment: number of pupils who attained the expected standard is 87% (National 64%)

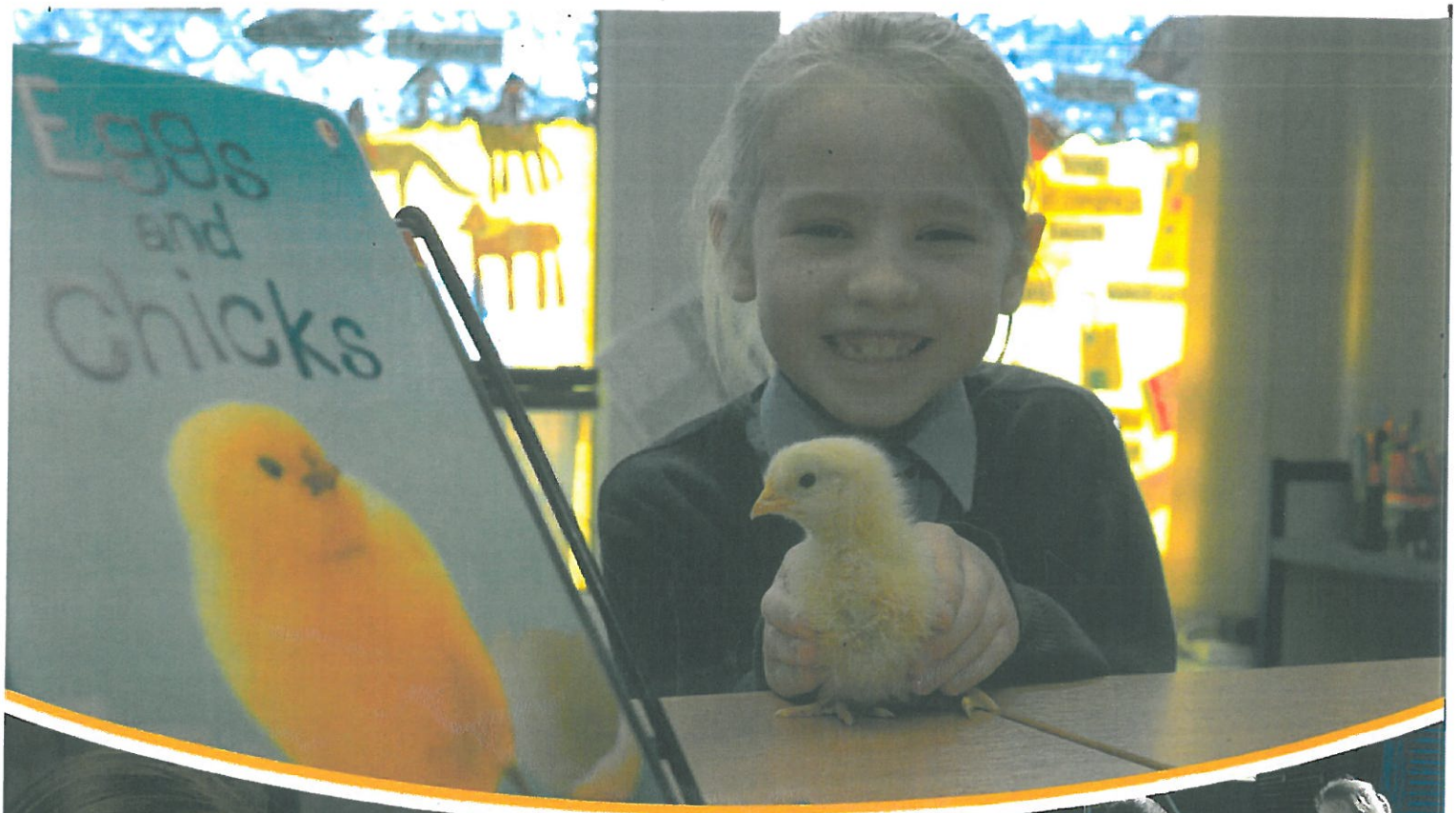
Reading, writing and mathematics attainment: number of pupils who attained the greater depth standard is 19% (National 10%)

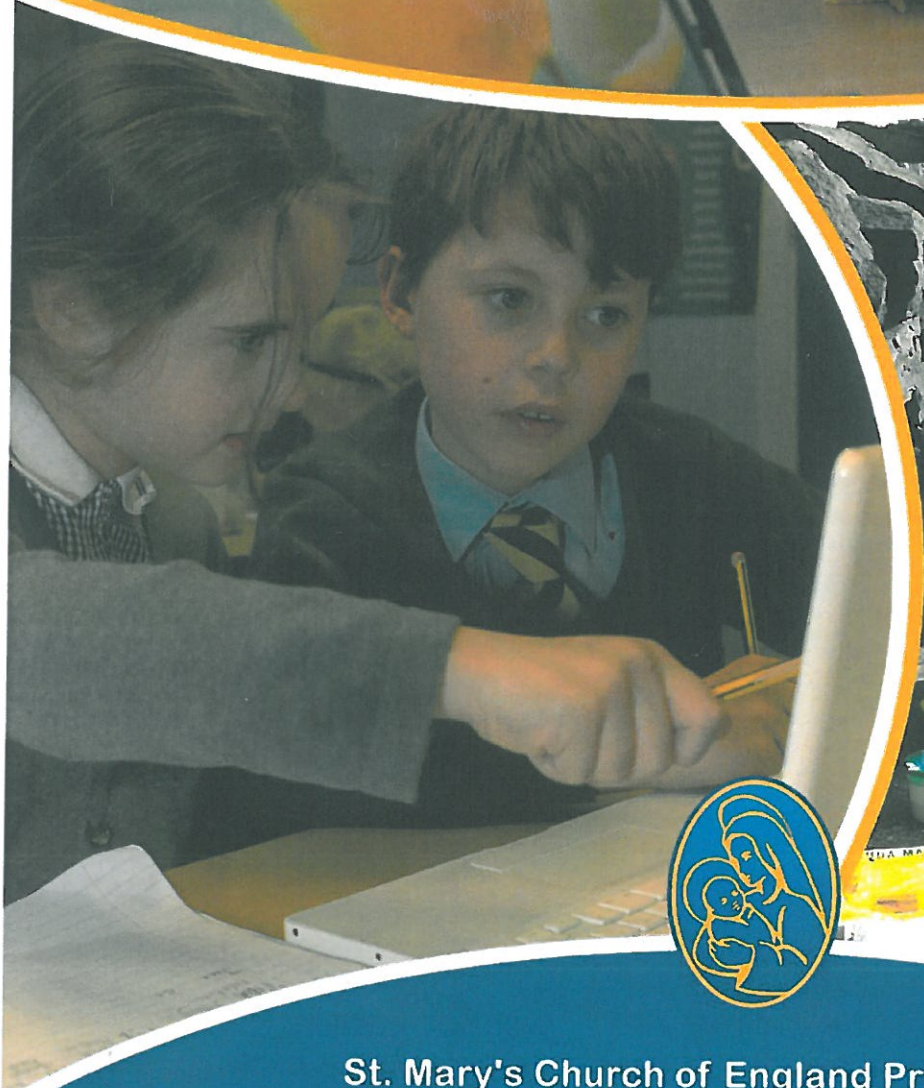
Average Scaled Score

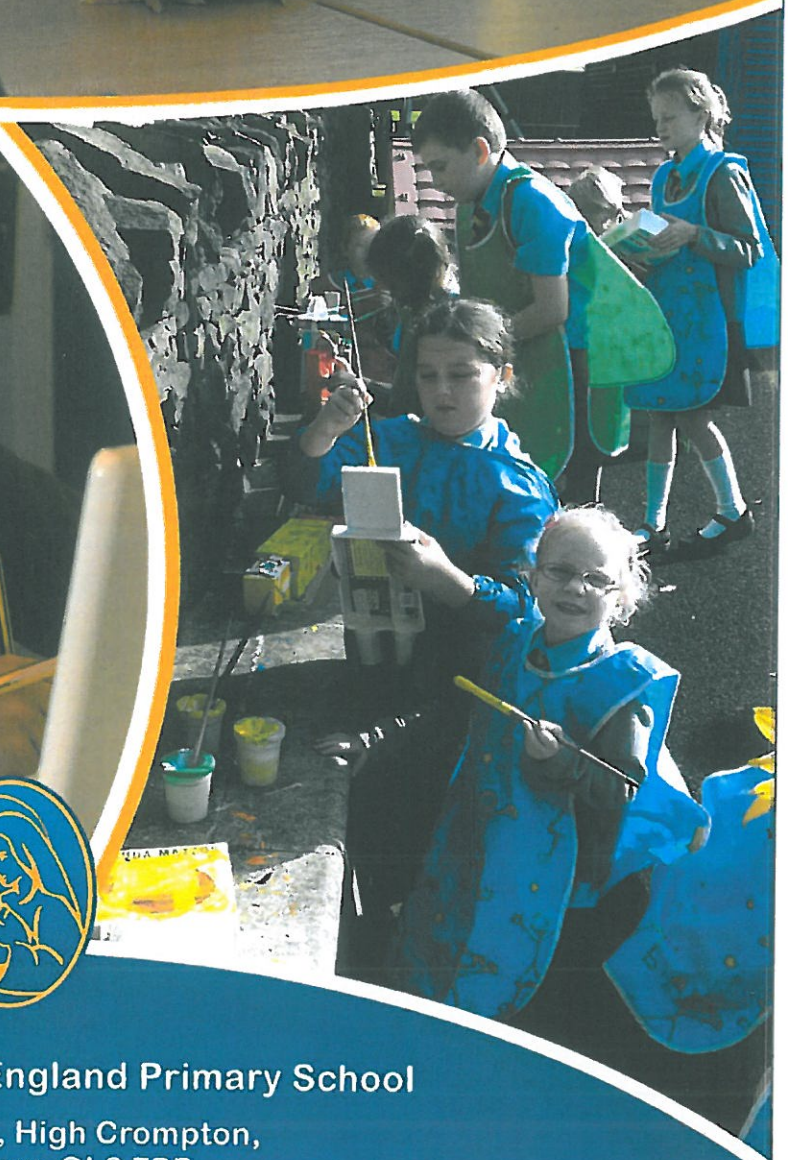
Average Scaled Score	School	National	
Reading	106	105	
Maths	105	104	
SPaG	107	106	
Writing	N/A	N/A	

Please refer to the school website for the latest school data.

The contents of this prospectus were correct at the time of print.







St. Mary's Church of England Primary School

Rushcroft Road, High Crompton,
Shaw, Oldham OL2 7PP

T: 0161 770 8309 • F: 01706 849560

E: info@stmaryscecrompton.oldham.sch.uk

www.stmaryscecrompton.oldham.sch.uk