



## Prospectus 2023-2024

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St Mary's Catholic Primary School  
Mongleath Road, Falmouth, Cornwall TR11 4PW  
T:01326 314540 E: administrator@st-marys-fal.cornwall.sch.uk

# Welcome

Dear Parents,

Welcome to St Mary's School.

We fully understand the important decision that parents have to make in choosing a school for their child. With this in mind, the following information has been provided to give you an insight into everyday life at St Mary's.

The school is here to meet the educational needs of all our children and we hope to provide a happy, stimulating and stable learning environment for them.

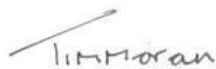
Confidence in a school comes from knowing and understanding what is happening within it. These pages provide you with information about our school, its aims, curriculum and activities. I hope you will clearly see that at St Mary's, we place our children at the heart of all we do.

With your support and co-operation, the task will be easier, more enjoyable and more assured of success. This collaboration of home and school is an essential ingredient in achieving our aims.

Additional information to that contained in this booklet will come to you by Class Dojo during the year.

If there are any items of information, which you think should be included for new parents next year, please don't hesitate to let me know.

Warm regards



Mr Tim Moran  
Headteacher



Mrs Lucy Titheridge  
Deputy Headteacher

&

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# About Our School

## Our Mission Statement

**“I am the way, the truth and the life.”**

(John 14:6)

St Mary’s is a Catholic Primary School.

**We place our children at the heart of all we do,**  
inspired by the love, life and teachings of Jesus  
and the Catholic Christian Church.

## Aims

We aim to: -

1. Nurture children to be happy, healthy, secure and who are treated with equal dignity and respect, ensuring every child’s contribution is encouraged, valued and celebrated.
2. Equip our children with all the abilities needed to regard life as a gift to be lived to the full. (John 10:10)
3. Ensure that the reality of prayer and worship become meaningful personal experiences which permeate everything we do.
4. Support parents in their role as the first educators of their children in the ways of their faith and life and develop and maintain good relationships between the school, home, parish and wider community.
5. Enable each child to reach their full potential by providing an enriching and relevant curriculum, within a caring learning environment.

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# Curriculum

At St Mary's School, it is our belief that to enable each child to reach their full potential, we must provide an enriching and relevant curriculum. With this in mind, we developed an exciting cross-curricular approach for all classes, ensuring creativity, challenge and motivation. The children were at the very heart of our curriculum development and chose the topics that they would like to cover; then the staff used their expertise to ensure coverage of all areas, of all subjects, across each key stage; linked to the new 2014 National Curriculum.

Our curriculum was praised by OFSTED as 'innovative and outstanding' and surveys of our pupils and parents have shown that both parties feel the learning is deeper and more exciting since we started this new approach, although topics are constantly being updated and improved. Our current topics are:

YR	Y1	Y2	Y3	Y4	Y5	Y6
Safari and Wild Animals	Families	Food and Festivals around the World	Chocolate	Who were the Tudors and the Victorians?	Invaders	Terrific Trees
Giants and Castles	Space		The Orchestra			All the World's a Stage
Other Cultures	Seaside	Health	Farming	Cornwall – Work and Play	Europe	Oceans
Mini-beasts and Plant Hunters		The Lighthouse Keeper's Lunch				
Water and the Sea	Enchant-ment	Rainforests	Theme Parks	Africa	Ancient Egypt	Bringing the World Together – challenging stereotypes
Journeys -a transition topic to Y1			WWII Evacuation	The Iron Age		

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Through our curriculum, we aim to bring learning to life for our children. Thus, we create numerous opportunities to make the most of our locality and many trips are organized throughout the year for each class, enabling real life experiences to support learning. Outdoor learning is also integral to the curriculum delivery.

Parents are signposted to our school website to access curriculum letters at the beginning of every term, outlining the topics covered in their child/ren's class.

## Religious Life of the School

Our teaching staff are committed to Gospel Values, to the life-giving values of the Sacraments and to the handing on of sound and practical Christian traditions. This is borne out in the following ways: -

- **Regular collective worship through assemblies.**

Monday	Whole school liturgy is based on that Sunday's Gospel.
Tuesday	Prayer and Praise
Wednesday	Class based assembly/Mass
Thursday	Inspirational Person Liturgy
Friday	Celebration Assembly

Visiting Speakers are also invited to deliver assemblies throughout the term.

- **Celebration of Mass** – Whole school Masses take place at the beginning and end of term and on Feast Days. Weekly Masses are timetabled for individual classes or Key Stages.
- **Sacraments** - Opportunities for Key Stage Two pupils to receive the Sacrament of Reconciliation are available during Advent and Lent.
- Termly Parish/ School celebrations take place at the Catholic Church on Killigrew Street. These include one termly Mass and the May Procession. **Parental support in bringing your child/ren to these celebrations is very much appreciated.**

Parents who wish to exercise their right to withdraw their children from Acts of Worship and/or lessons in religious education should make their request in writing to the Headteacher.

## Religious Education

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At St Mary's R.E. is central to all we do. Pupils are helped to develop an understanding of Catholic values and doctrines and they are encouraged to participate in the life of the parish. We follow the 'God Matters' programme of religious education from Reception to Year 6, as is advised by Plymouth CAST.

In addition, each term the children are taught to value and respect other religious beliefs through study of other world faiths, e.g. Judaism and Hinduism.

Parents are expected to be committed to and supportive of their child's preparation for the Sacraments of Reconciliation and the Eucharist, which normally take place in Year 3.

## **Education in Personal Relationships (RSE)**

We believe the quality of relationships that we at St Mary's develop with each child will influence the children themselves in all their relationships, as we maintain a high standard at all times of what good relationships look like.

We follow a programme called 'Life to the Full', designed in collaboration with the Catholic Church. Sex education is only one aspect of RSE. It has always been the policy of St Mary's School that explicit sexual education is the responsibility of parents. However, we feel it is appropriate that pupils in Year 6 in their final term share a programme relating to their changing bodies. The class teacher and school nurse whenever possible, collaborate in this. Parents who wish to withdraw their child from these sessions must put their request in writing to the Headteacher.

## **Early Years Foundation Stage (EYFS) (YR)**

The Early Years Foundation Stage (EYFS) has been implemented since September 2009. It is a crucial stage in education, both in its own right and in preparing children for learning in Year 1 and Year 2. At St Mary's we believe we provide the best possible start to their education and hold that if a child is excited and motivated by learning, especially in the early days at our school, then we are already helping that child to become a lifelong learner.

The Foundation Stage curriculum is organised into seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy

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- Mathematics
- Understanding the World
- Expressive arts and design

Our topic-based curriculum ensures each experience helps a child to develop a range of skills and concepts across all seven areas of learning, which we give equal weighting within the foundation stage curriculum. Alongside the areas of learning are the characteristics of learning in the Foundation Stage. These are playing and exploring, active learning and creating and thinking critically. These characteristics help to ensure that our children develop into independent life-long learners. A record of children's development across all these areas provides a picture of the whole child at the end of the foundation stage.

Children learn best by being actively involved in activities, through first hand experiences and using their senses. We therefore provide a range of activities that are enjoyable, challenging and fun! There is a strong focus on the outdoor learning environment.

We also encourage parents to become actively involved in their children's learning by sharing curriculum information with them, and giving them plenty of opportunities to share information, experiences, thoughts, concerns and resources with us.

## Key Stage 1 and 2

Within the National Curriculum, English, Mathematics and Science and are the core subjects. The foundation subjects are R.E., Computing, Design and Technology, History, Geography, Art, Music, P.E., P.S.H.E. and Citizenship. Pupils are introduced to French in Key Stage 2.

## English

Our topic-based curriculum links to the new National Curriculum programme of study for English, which unites the important skills of reading, writing, drama, speaking and listening. Writing genres are matched to topics to ensure that writing is relevant and meaningful to our children. We also develop a number of opportunities to use the latest ICT technology, film and firsthand experience to produce consistently high-quality literacy. A wide range of high-quality poetry, fiction and non-fiction texts, ensures pupils are taught to read and write with confidence and enjoyment.

## Mathematics

Children are introduced to mathematics in the early years through a variety of materials and experiences such as sand, water, role-play, construction and games. From Year 1 to Year 6, the teaching of mathematics is delivered through a daily lesson, using a range of resources and approaches to best meet the needs of our pupils. We place emphasis on the acquisition and

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constant rehearsal of mental and oral skills. Opportunities are provided within the Maths lesson for children to develop confidence and familiarity with mathematics in everyday situations. Pupils will be encouraged to measure, observe, predict and solve problems. The awareness of shape and space and data handling skills will be developed. Where appropriate, mathematical activities will be linked to our new curriculum; but for the most part this subject is independent of any topic.

## Science

Children explore scientific processes by predicting, observing, measuring and interpreting results in investigations designed to stimulate scientific enquiry. Much of this is achieved through investigations of phenomena in their surroundings and their own experiences.

## Computing

Children are made aware of the relevance of ICT in our society today. They are taught to see it as a tool for communicating, finding and presenting information and for controlling and understanding their environment. Pupils are given the opportunity to use a variety of software and apps, and make use of the internet. Computing skills are used in all subjects. There are Interactive Whiteboards in all classes and a class set of iPads per class which are used to support learning across the curriculum.

## Music

In addition to music taught through curriculum topics, St Mary's offers additional whole class musical opportunities:

Cornwall Music Service Trust provide musical tuition in woodwind, brass, keyboard, guitar, cello, violin and viola for interested parents. The school celebrates our musicians in assemblies and celebrations.

Occasionally, musicians are invited to work with individual classes and provide additional musical experiences such as Drum Crazy.

## Physical Education

At St Mary's we are committed to helping children develop physical skills, both as individuals and as members of a team in various activities and games. This enables them to gain qualities of strength, mobility, agility, stamina and team spirit. Pupils gain experience of different sports in Key Stage Two. The school fully participates in the local schools' sports competitions, leagues, festivals and galas.

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The annual Year 6 residential also provides pupils with opportunities to experience canoeing, kayaking, archery, climbing and abseiling.

## Citizenship

The citizenship programme of study encompasses:

- Personal development - learning about themselves, developing confidence and making the most of their abilities.
- Relationships - developing good relationships and respecting the differences between people.
- Health – developing a healthy safer lifestyle.
- Citizenship – preparing to play an active role as citizens.
- The School Council meets at least monthly or whenever required. The Council comprises of two elected pupils from each class who discuss ways of improving our school and ensuring that all pupils feel safe and secure. St Mary's School Council have achieved the highest accolade for an effective Council, being awarded the Platinum Sustainability PADL Award (Promoting Active Democracy Loudly).

We work regularly with our children to develop an understanding of the British Values of democracy, rule of Law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

## Personal, Social and Health Education (PSHE)

St Mary's School wishes to promote the spiritual, cultural, emotional and physical development of pupils and to prepare them for opportunities, responsibilities and experiences of adult life.

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PSHE is a vital element of our curriculum and we place great importance on this throughout the school; elements of PSHE are found in all curriculum areas, in addition to whole school and class assemblies supporting the teaching of PSHE.

We believe that adults are role models encouraging children through their own example to respond positively to challenge and difficulty, to make good relationships and valuing individuals for what they are as well as what they can do. All adults in our school have responsibility to work towards developing positive self-esteem in the children in their care.

## Homework

All children are given homework from Reception to Year 6. It will vary in amount and frequency according to the age and needs of the children. Homework guidelines are indicated in the curriculum letter sent to parents at the beginning of each term. Pupils from Reception Class are issued with a Reading Record Book which they take with them to the next year group.

## Assessment

Assessment is not intended to be used as a measure of your child's ability at St. Mary's School but as a means to improve their ability to learn, their knowledge, their understanding and their skills. Your child's progress will be kept under continuous review and assessment.

Each year:

- Parent meetings are offered early in the Autumn Term to give parents the opportunity to discuss pastoral issues with their child's class teacher.
- You will be given termly opportunities to discuss your child's progress with the class teacher. **However, if you have concerns at any time regarding your child's progress, please do not hesitate to contact the school. Similarly, your child's teacher may contact you should the need arise.**
- Your child will be assessed using the Early Years Foundation Stage Profile in the Reception Class. This is carried out during the normal class day and parents are invited to a termly meeting to discuss the profile with the class teacher. At the end of the Reception Class the profile will be the main assessment record which is passed on to the Year 1 teacher.
- The Department for Education (DfE) announced in 2014 that there would no longer be National Curriculum levels to assess pupil achievement as they move through Key Stage One and Key Stage Two, and that schools would have to set up their own way of assessing pupil progress. In line with the other Trust schools we will participate in optional SATS at the end of KS1.

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- You will receive a written report on your child's progress in the Summer Term. School Attendance is also noted in your child's end of year report.

## Parents as Partners in Education

At St Mary's we welcome parents into our school as we believe in forging a true partnership with parents in pursuing each child's full potential. We strongly believe that when teachers and parents work in partnership with one another, children gain more from their school experience.

Parents play a crucial role in helping the children learn, and can help effectively if they know what the school is trying to achieve and how they can help. With this in mind, we aim to keep parents informed of activities and events through:

Termly curriculum letters outlining your child's class programme of study.

- Our school website: [www.st-marys-fal.cornwall.sch.uk](http://www.st-marys-fal.cornwall.sch.uk)
- Information Evenings to update parents on curriculum developments and give advice on how to best help children at home.
- We ask for parental help when taking classes out on school trips and for swimming lessons.
- Many parents help in school with art and craft activities, hearing children read, swimming, helping in the library and making resources. As a school we actively encourage parental help. If you would like to help in any way, please speak to the Headteacher. All volunteer helpers are naturally police checked and training opportunities can sometimes be provided.
- **If you have any queries, concerns, ideas for our school, please first speak to your child's class teacher or secondly to the head teacher. It is usually best to speak to teachers after school as the time before lessons begin is very busy. Making an appointment will ensure you are not interrupted.**

## St Mary's PTA

This is an active fund-raising organization in the school. The aims are to foster and promote good home/school relationships. To this end social functions are arranged by the friends of St Mary's as well as raising funds for more resources for the children. All parents are encouraged to join FOSMs and if you have any ideas for future events do let us know. FOSMs can be contacted by email [falmouthfosms@gmail.com](mailto:falmouthfosms@gmail.com) if you would like to become more involved.

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# Our Staff

## Teaching Staff

<b>Headteacher</b>	Mr T Moran	
<b>Deputy Head</b>	Mrs L Titheridge	Planning, Preparation and Assessment Cover/PPA
<b>Teaching Staff</b>	Ms G Dale	Class 6/Yr 6
	Mrs J Mills	Class 5/Yr 5
	Miss L Billingham	Class 4/Yr 4
	Mr D Buckingham	Class 3/Yr 3
	Mrs S Shailes	Class 2/Yr 2
	Miss J Tonkin	Class 1/Yr 1
	Mrs L Titheridge	Reception (EYFS) SENCO
	Mrs K Laloë	Reception (EYFS)

## Support Staff

<b>Teaching Assistants</b>	<b>Administrator/ Secretary</b>	<b>Lunchtime Supervisors</b>	<b>Site Supervisor Caretaking Staff</b>
Mrs B Alway Ms M Anderson Mr A Blakely May Mrs M Burton Mr T Edwards Ms R Gartrell Miss E Gough Miss L Hennessey Mrs H Rutherford Mrs E Thalliens Mrs Z Thomason Mrs Z Tuffery	Mrs S Chapman Mrs A Rickard	Mrs A Butterly Mrs S Gough Mr A Kerr Mrs B. Alway Mr A Blakely-May Mr F Strange	Mrs A Butterly Ms J Bailey Mr F Strange

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## School Governors

September 2023

Mrs. Margaret Corker	Chairman, Foundation	Tel: 01326 314540
Prof Xiaoyu Yan	Co-Opted Governor	Tel: 01326 314540
Bob Kiszczuk	Vice Chair of Governors & Safeguarding	Tel: 01326 314540
Tim Moran Ex Officio	Headteacher	Tel: 01326 314540
Charles Ross	Parent Governor	Tel: 01326 314540
Peter Sharp	Parent Governor	Tel: 01326 314540
Lucy Titheridge	Staff Governor	Tel: 01326 314540
Nick Rich	Clerk to Governors	Tel: 01326 314540

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# Joining Our School

## Arrangements for Visiting the School

Parents wishing to visit the school in connection with the possible admission of their child or children, are invited to do so by telephoning or emailing the school for an appointment.

## Admissions

St Mary's Catholic Primary School is part of Plymouth CAST Multi Academy Trust and the Governing Body is the Admission Authority for the school. The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those Schemes.

## Oversubscription Criteria

In the event of there being more than 30 applications for places in Reception for the 2024/5 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan or Statement of Special Educational Needs names the school:

### Oversubscription Criteria

To be used only when there are more applications for places than there are places available.

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents
3. Priority will next be given to children who are Baptised Catholic
4. Priority will next be given to children who regularly attend a Catholic church but are not Baptised Catholic.
5. Priority will next be given to children who are siblings of pupils on roll at this school.

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6. Priority will next be given to children who are members of other Christian denominations, who regularly attend a Christian church
7. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
8. Priority will next be given to other children.

Further details can be found in the CAST Admissions Policy available on our school website <http://www.st-marys-fal.cornwall.sch.uk/web/admissions/298202>

## New Entrants

Parents of all new entrants are advised by letter of their child's starting date.

Our first priority is for your child to feel secure, safe and happy at school. With this in mind, a very thorough programme of induction runs towards the end of the Summer Term prior to admission. This includes:

- A series of drop in sessions where children and parents are introduced to the Reception Class, meet their new teacher and familiarise themselves with their new classroom. These have proved very popular!
- An afternoon of fun at the Teddy Bears Picnic (parents leave their child for the afternoon).
- A meeting takes place in the Summer Term for new parents where information regarding the Early Years Foundation Stage Curriculum and school routines are shared.

# Term and Holiday Dates: 2024-2025

## Autumn Term

From: Wednesday 4<sup>th</sup> September 2024 to Friday 20<sup>th</sup> December 2024

Half Term: Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November

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## Spring Term

From: Tuesday 5th January 2025 to Friday 4<sup>th</sup> April 2025  
Half Term: Monday 17<sup>th</sup> to Friday 21<sup>st</sup> February 2025

## Summer Term

From: Tuesday 22<sup>nd</sup> April to Wednesday 23<sup>rd</sup> July 2025  
May Day Holiday: Monday 5<sup>th</sup> May 2025  
Half Term: Monday 26<sup>th</sup> to Friday 30<sup>th</sup> May 2025

In addition to the above dates, the School will be closed on additional days for staff training. Provisional dates are as follows: -

- Tuesday 3<sup>rd</sup> September 2024
- Monday 4<sup>th</sup> November 2024
- Monday 6<sup>th</sup> Jan 2025
- Monday 24<sup>th</sup> Feb 2025
- Monday 2<sup>nd</sup> June 2025

These dates are given in good faith to help with future planning, but in unforeseen circumstances may be subject to change. We will inform parents and carers of any changes if they become necessary.

## School Times

### Morning Session

School gate opens at 8.45am	
(Reception to Year4)	8.55am -12 noon
(Year 5 & 6)	8.55am – 12:30pm

### Afternoon Session

(Reception, Year 1 & 2)	1:00pm – 3:15 pm
(Year 3 & 4)	1:00pm – 3:20m
(Year 5 & 6)	1:30pm – 3:25pm

Morning break for Key Stage 1	10.30 am - 10.45 am
Morning break for Key Stage 2	10.45 am - 11.00 am

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Afternoon break for Key Stage 1	2.15 pm - 2.30 pm
Lunchtime - Reception to Class 4	12 noon – 1pm
Lunchtime - Classes 5 & 6	12:30 – 1:30pm

**IMPORTANT** - CHILDREN MUST NOT ARRIVE AT SCHOOL BEFORE 8.45 AM.

A teacher is on duty from 8:45 am at the main gate and Reception Class gate. Pupils on arrival go to their classrooms.

CHILDREN MUST NOT BE ON THE SCHOOL PREMISES AFTER 3.30 PM EXCEPT WHEN ATTENDING WRAPAROUND CARE, ORGANISED AFTER SCHOOL ACTIVITIES OR MUSIC LESSONS.

# Essential Information

## School Uniform

We would like to see children wearing the correct school uniform, proudly displaying our school logo. The school uniform is as follows:

### Boys

- White long or short sleeve shirt
- Short sleeve polo shirt for the Summer months (can be worn up to Autumn Half Term)
- Grey tailored trousers or shorts
- Royal Blue V St Mary's neck sweatshirt
- Clip on or elastic school tie
- Sensible plain black shoes
- Grey or white socks
- Royal blue PE T Shirt
- Navy PE shorts

### Girls

- White long or short sleeve shirt
- Grey skirts or pinafore dresses or grey tailored trousers or shorts
- Royal blue St Mary's V neck sweatshirt
- Clip on or elastic school tie
- Sensible plain black shoes
- White or grey socks or grey tights

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- Royal blue head bands
- Royal blue PE T shirt
- Navy PE shorts
- Blue gingham Summer dress (can be worn up to Autumn Half Term)

Pupils must only wear school caps for easy identification on trips and protection from the sun. No jewellery is permitted. Long hair must be tied back.

**PLEASE LABEL ALL YOUR CHILD'S BELONGINGS.**

Children will also need a St Mary's baseball cap for sunny days.

Uniform is available from Castle Sports, 29 High Street, Falmouth TR11 3PG

<https://www.castlesports.co.uk/st-marys-school>

## PE

All children will require plain navy PE shorts, royal blue PE T- shirts and trainers (preferably laceless). Children in Classes 5 and 6 will need black football shorts, football socks and football boots. Track suit bottoms for training during cold weather are permitted during the winter months. **Children also need a strong bag to hold PE kit.**

## School Meals

St Mary's use Chartwells for our catering service who prepare and cook school meals on the premises. All pupils in the Early Years Foundation Stage, Year 1 and 2 (Key Stage 1) receive a free school meal or packed lunch. This has been in effect since September 2014. Dinner menus are published on Parent Pay.

St Mary's operate a cashless payment system called Parent Pay for school meal payments for KS2 children. The cost of a school dinner is **£2:65** and you can obtain your activation code for Parent Pay from the School Office.

## Free School Meals (FSM)

Your child may be entitled to free school meals. The Government gives money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium Grant Funding'. For every child registered for FSM, St Mary's gets **£1,345** per year.

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A child is eligible for free school meals if their parent/carer (or the child themselves) receives any of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS)
- Job Seekers' Allowance (Income-Based) and equal based Job Seekers Allowance
- Income Related Employment and Support Allowance (ESA-IR) and equal based Employment and Support Allowance
- Child Tax Credit (CTC) with an annual income of less than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guarantee Element of Pension Credit (GPC)
- Immigration and Asylum Act 1999 (IAA) Supports

If you are claiming the benefits listed below you are **not** eligible for free school meals. This is regardless of what other benefits/credits are being claimed.

- Working Tax Credit
- Contribution-Based Job Seeker's Allowance and/or Contribution-Based Employment and Support Allowance

There are different eligibility criteria for families who are not entitled to benefits (NRPF - No Recourse to Public Funds)

<https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/families-who-are-not-entitled-to-benefits/>

**It is really important that eligible families register for FSM whether their child receives an Infant Free School Meal or is in Key Stage 2 to maximise the benefits for your child and to the school. For further information on how to apply please see Cornwall County Councils website: - <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/>**

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## Do you qualify for Free School Meals?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

## Breakfast Club & Wraparound Club

St Mary's run a daily Breakfast Club for all pupils from 8.00am – 8.45am. We provide a variety of healthy breakfasts to start the day and Mrs Alway organises activities. The cost is **£3.00** per day and must be pre-booked on Parent Pay.

We also provide Wraparound Club after school which is available for one or two hours. The cost for one hour is **£5** and **£7.50** for two hours. Children will get a snack and drink and there are always lots of fun activities. This is also bookable on Parent Pay

## Attendance and Punctuality

At St Mary's we work together to promote the best possible educational experiences for your children. We need your cooperation to encourage good attendance and punctuality.

Your children come to school to learn and good attendance is important if they are to gain as much as possible from their time at school. Good punctuality ensures that children are well prepared for their learning. Our Attendance Policy is posted on our school website.

## Absence

Parents are required to telephone the dedicated school absence line on the first day of absence to explain why their child is not at school and weekly thereafter.

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Unexplained absences are monitored by the class teacher and brought to the attention of the Headteacher. The secretary or Headteacher will try to contact parents by phone on the first day of absence. Our immediate aim is to check on the whereabouts, safety and health of the child. We do also wish to do everything we can to promote good attendance.

Children with excellent or improved attendance throughout the year will be rewarded with a certificate.

## Authorised / Unauthorised Attendance

It is the school that decides whether an absence is authorised or unauthorised. It is important to note that a letter from a parent does not in itself authorise an absence; only the school's acceptance of the explanation offered by the letter authorises absence.

### **Absences which will be authorised:**

- Sickness
- Unavoidable medical / dental appointments
- Exceptional family circumstances

## Holidays

Holidays will not be authorised during term time.

## Medical Appointments

If your child is going to be away from school for a medical appointment, you must inform the school office. Parents are asked to make every effort to organise appointments outside school hours.

## Pastoral Care

It is our aim to encourage the development of the whole child physically, socially, emotionally, intellectually and spiritually. Occasions will arise when circumstances hinder this development. These may be of a very personal or private nature ranging from the comparatively minor to the more serious which might cause anxiety and insecurity. It is part of our purpose to recognise and sensitively address such circumstances in confidential collaboration with parents where necessary.

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Our day to day way of dealing with such circumstances affirms our belief in the dignity and equality of all. Confidential written records are kept when required.

## Child Protection Procedures

The named child protection officer at St Mary's is the Headteacher Mr. Tim Moran. Due to the day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Child protection procedures can be found in our Child Protection Policy available on our school website.

## Our Vision and Aims for Equality and Diversity

At St Mary's School we acknowledge that the society within which we live is enriched by diversity. We strive to ensure that the culture and ethos of the school reflects the diversity of all members of the school community, where everyone is equally valued and treats one another with respect and fairness. We provide pupils with the opportunity to experience, understand and celebrate diversity and work towards eliminating all discrimination, on the grounds of race, gender, disability, age, religion and belief. All pupils, employees, stakeholders and members of our local and global community should be treated with dignity and respect at all times and we will not tolerate bullying, harassment or victimisation of any groups or individuals in our school. Our Single Equality Scheme is posted on our school website.

## Behaviour Management

We believe in the God given dignity of the individual, the equality of all and the need for justice and loving relationships.

Our code of conduct is based in our Catholic faith to maintain relationships and encourage each pupil's responsible freedom, self-esteem, welfare and the real care for one another and for our environment.

The positive ethos at St. Mary's, which is based firmly on gospel values permeate all aspects of school life and achievement and we believe high standards are a natural entitlement for all pupils. Our behaviour policy builds a clear and consistent framework, which is easily understood by staff, parents, governors and pupils. We aim to foster respect, courtesy and consideration at all times by focusing on three golden rules:

- **Show good manners at all times.**
- **Follow instructions with thought and care**
- **Care for everyone and everything.**

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Class teachers will ensure that his or her class is aware of this code and will incorporate this into their class rules.

Sometimes children need extra help and at St Mary's we are committed to ensuring that every child can receive the help they need. They may have physical disabilities, medical, emotional, behavioural or learning difficulties. Children needing help are placed on our Record of Need. Children with more severe difficulties may be assessed for an Education Health Care Plan (EHCP). Cornwall Local Authority make the decision if a child is to receive an EHCP. If this is so, then a child may be granted additional individual help.

## Our Principles

- We aim to develop each child to his/her full potential.
- All teachers at St Mary's school are responsible for special educational needs. Staff are committed to identifying and providing for the needs of all children in a wholly inclusive environment.
- Provision is made through individual programmes of support either in the classroom or in a quiet area and sometimes working with the Teaching Assistant.
- Wherever possible the child must be involved in any decision about his/her work.
- The child's progress is reviewed regularly with his/her parents at termly review meetings.

We aim to build a good relationship with parents of children on the Record of Need and hope for their full support when we seek to help their children. A booklet is available for parents giving further details of provision and policy regarding special educational needs.

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## SEN Policy

The Special Needs Co-Ordinator is Mrs. L. Titheridge who is responsible for coordinating the day to day provision of education for pupils with special educational needs and those on the Record of Need. Mrs. Titheridge holds a weekly drop in session for parents with any SEN concerns.

The SEN policy is posted on our school website.

## Accessibility

The school has an accessibility plan, which outlines how the building is made accessible to wheelchair users and how equipment and materials are adapted to ensure all can access the curriculum. In line with our Mission Statement, we ensure all members of our school community are included regardless of sex, nationality, colour, creed, class, intellectual ability or emotional, social or physical handicap.

# Additional Information

## Emergency Closure

Occasionally during severe winter weather, the school may have to close. You are advised to listen to Radio Cornwall or Pirate FM for information. Alternatively log onto Radio Cornwall's website where school closures will be listed.

Parents will be messaged via Class Dojo with the latest updates. A message will appear on our school website on the Home Page.

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## Parking Arrangements

There is very little parking areas outside the school for parents use when leaving or collecting children as the school is situated in a cul-de-sac which is closed to parent vehicles at drop off and pick up times. The problem is always worse in wet weather, when more children than normal are brought to school by car.

Parents are asked to park a few streets away and walk the short distance to school or better still, enroll your child on the **'Walking Bus'** (forms are available from the school office). The bus leaves from the Co-op, where the manager has agreed to allow parents to use their car park at the bottom of Mongleath Road at 8:30am. The children then arrive in time to settle into their classes and be ready to start learning at 8:45am. Children are supervised as they walk the short distance up the hill. This relieves congestion outside our school and ensures the children get a healthy start to the day. If you are able to help with supervision on the bus, please inform Mrs. Butterly, the 'Driver'.

## Change of Address / Emergency Contact Details

Please notify the school office of any change of address or telephone number. The school must also have an emergency contact name and number. This is particularly important should we need to contact you if your child is sick or has an accident.

## Sickness

The school does not have the facilities to look after sick children. If a child is sick, the best place for him/her is at home. If a child has to be sent home or requires hospital attention, every effort will be made to contact the parents or other responsible adult. To this end parents will be asked to provide details of emergency contacts with a telephone number, where they may be contacted during the school day.

## School Nurse

The school nurse visits the school regularly to carry out medical checks. Parents should inform us of any health condition or dietary requirements by completing an Individual Health Care Plan

## Medicines

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Normally a child who is prescribed medication to be taken during school hours is not considered well enough to be in school. In exceptional circumstances if a child requires prescribed medication, there are very strict procedures for the administering of medicines. The parent must bring the medication to school, not the child. A form has to be completed by the parent giving permission for the medicine to be given at school.

## Charging for School Activities

The Governing Body have a policy concerning charges for school activities. It states that whilst most school activities are free of charge, some do rely upon voluntary parental contributions.

Such activities would include:

- Visiting theatre groups and workshops
- Educational visits, including Year 6 residential trip.
- Costs associated with individual or whole class music tuition provided by outside agencies.
- Swimming lessons

Governors and staff are mindful that the costs in certain instances may be prohibitive for some parents. In such cases of hardship, parents may discuss the situation with the Headteacher in confidence.

## Fire Drill

We regularly hold fire drills to familiarise children, staff and helpers with procedures. The fire bell and extinguishers are tested at regular intervals.

## Activities and Community Links

The school provides opportunities for each class to participate in educational visits and activities. These can take the form of visits to museums, gardens, art galleries and local attractions depending on the curriculum link.

There are lunchtime and after school activities, some provided by external providers which parents pay for. These include sporting clubs such as football and netball, computer, art and choir as well as participation in interschool, area and County competitions.

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Involvement with the local community has covered a wide range of activities including the towns own Oyster Festival Parade and performances in the local community by St Mary's school choir.

Local businesses have supported the school in a number of practical ways. Visits have been encouraged with the police, fire brigade, RNLI, Eden Project, Art College, Art Gallery and Falmouth Art Centre to name a few.

The school's involvement with the Parish spreads into all areas of our school life. Many parishioners visit the school on a regular basis to share their talents and experiences and all are welcome to our school celebrations.

## **St Mary's Catholic Church, Killigrew Street, Falmouth**

Clergy: Father Brian Kenwick

Tel: 01326-312763

Mass Times: Saturday @ 6:00pm and Sunday @ 10:30am

Other details can be found at [www.falmouthcatholicchurch.org.uk](http://www.falmouthcatholicchurch.org.uk)

## **Raising Concerns and Resolving Complaints**

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

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Full details of the procedure may be obtained from the School Office, the Clerk to the Governing Body and on our school website.

## To conclude.

As a school we constantly endeavour to further improve our provision. Therefore, any changes in policy in the forthcoming academic year will be communicated by letter, Dojo or our school website.

We welcome positive suggestions for improving our school from parents and visitors. An ideas box is placed in the entrance foyer of the school. If you have any good ideas write them down along with your name and place it in the box. We will check the box weekly. **Please do not use the box for complaints. We prefer to deal with these face to face and more speedily!** Parents also have the opportunity to communicate their views via regular questionnaires.

### What parents have said about our school...

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### **Why did you send your child to St. Mary's?**

Its fabulous reputation, community feel, high expectations, yet kindness

St Mary's has a fantastic sense of community and a wonderful ethos. The children are encouraged to become kind, caring and considerate well-rounded individuals with a positive outlook on life.

### **What does your child like about St Mary's?**

Everything from teachers to friends, lessons and PE.

They like their Teacher.

The other students and staff are great, they feel well looked after, safe and happy.

She likes the people

That the school is small and everyone is so lovely. All areas are going well at the moment Celebrating their work with Star of the Week and Gospel values.

His confidence has improved greatly and he has formed strong friendships

Both my children love going to school. They have an enthusiastic attitude to learning and thoroughly enjoy most if not all areas of school. They are both particularly thriving under the new rewards scheme and are very positive when discussing them and eager to earn points/move up

Our children are very happy at St Mary's and a lot of that is down to the people (both friends and staff)

### **What do you like about the school?**

Warm and welcoming environment for all to develop.

The Teachers, SEN and support. All the staff seem to care about what is best for the children.

The community. St Mary's has a wonderful, inclusive community of not only the staff but also the parents.

It's a respectful environment with strong values.

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The way the school has made our child feel very welcome and safe.

Friendships, feeling safe, current teachers, after/before school care, club options.

Children are settled and happy. Some new young teachers with good ideas/strengths.

We like that St Mary's is like a big warm hug for the children.

**Is there anything you want to tell us?**

You're all fantastic! Keep up the good work and know my children love their teachers.

St Mary's continues to be a wonderful school of which we feel incredibly lucky to be part of. The upcoming year is incredibly exciting and what a great start to the school year it has been!

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