



Prospectus 2016-2017

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 School.

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 newsletter 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

Jacqui Scarborough

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.

About Our School

Curriculum

At St Mary's School, it is our belief that to enable each child to reach their full potential, an enriching and relevant curriculum must be provided. With this in mind, an exciting cross curricular approach has been developed for all classes, ensuring creativity, challenge and motivation. OFSTED praised our curriculum as innovative and outstanding. It was designed so that subjects were taught through original topics that linked the new 2014 National Curriculum subject knowledge to

progression in skills and also to the Every Child Matters agenda. The children were at the very heart of our curriculum development. They 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. The topics were designed to bring learning to life for our children and thus numerous opportunities are taken to make the most of our locality. Many trips and visits are organised in the locality and enable real life experiences to embed the learning. Outdoor learning is also integral to the curriculum delivery. (Our successful School Savings Scheme enables children to save for trips, however staff endeavour to keep these costs to a minimum.)

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. Topics are constantly being updated and improved. Ones currently covered 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
Minibeasts and Plant Hunters		The Lighthouse Keeper's Lunch			Contrasts	
Water and the Sea	Enchantment	Rainforests	Theme Parks	Africa	Ancient Egypt	Bringing the World Together - challenging stereotypes and salon a secondary school transition project
Journeys - a transition topic to Y1			WWII Evacuation	The Iron Age		

Parents receive a curriculum letter at the beginning of every term, outlining the topics covered in their child's/ren's class. Full details of these can be accessed on the St Mary's School website.

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 assembly led by the Headteacher
Tuesday	Key Stage One Assembly or Whole School Assembly led by teachers
Wednesday	Class based assembly/Mass
Thursday	Key Stage 2 Assembly or Whole School Assembly led by teachers
Friday	Whole School assembly led by classes on a rolling programme

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

It is recognised at St Mary's that 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 (EPR)

The quality of relationships, which we at St Mary's develop with each child, will influence the children themselves in all their relationships.

The children's growing awareness of the quality of relations between staff, teachers, parents and indeed their peers will influence their response to our expectations of them.

It must be remembered that sex education is but an aspect of EPR. It has always been the policy of St Mary's School that explicit sexual education is the responsibility of parents. However, this is currently under review.

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. We recognise it as a crucial stage in education, both in its own right and in preparing children for learning in Year 1 and Year 2. We believe that all children should be given the best possible start to their education.

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

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

A record of children's development across all these areas provides a picture of the whole child at the end of the foundation stage.

The seven areas of learning form the framework for our planning, we know that children's learning is not divided into distinct areas. Our topic based curriculum ensures one experience helps a child to develop a range of skills and concepts across several areas of learning. All seven areas of learning are given 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.

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

We strongly believe 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.

We 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, Science and Computing are the core subjects.

The foundation subjects are R.E., 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. Opportunities are developed 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, following the 'Hamilton' Maths scheme. Emphasis is placed on the acquisition and 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 make use of the internet. Computing skills are used in all subjects across the curriculum. There are Interactive Whiteboards in all classes and a class set of i-pads per class. All classes have at least one class based computer, all networked.

Music

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

- In Year 4 they learn to play a brass instrument e.g. trumpet, trombone and tuba. The class set of brass instruments are provided by the school.
- In Year 3, violins
- In Year 2, ukeleles

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

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

Singing is a strength at St Mary's school. Our school choir has received much praise and is in great demand after public appearances at Truro Cathedral, local care homes, Trago Mills, on Radio Cornwall and a performance at the Birmingham Symphony Hall.

PE

Children are helped to 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 pupils experience expert coaching in several different sports through school visits to our feeder secondary schools and from local visiting sports coaches. Years 3 and 4 have a weekly swimming lesson during the Spring and Summer terms and Years 5 and 6 during the Autumn Term. The school fully participates in the local schools sports competitions, leagues, festivals and galas.

As a school we constantly seek opportunities to provide new and stimulating experiences for the children. The annual Year 6 residential provides pupils with the opportunity to experience;-canoeing, kayaking, archery, climbing, abseiling, mountain biking and problem solving.

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).

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.

We believe that this is a vital element of our curriculum and we place great importance on PSHE throughout the school. Elements of PSHE are found in all curriculum areas and specifically linked to Every Child Matters.

In addition the whole school uses parts of the Social and Emotional Aspects of Learning programme (SEAL).

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 the opportunity to discuss your child's progress with the class teacher during the Spring & Summer Term.
However, if you have concerns at any time regarding your child's progress, please contact the school to discuss the matter. 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 meeting at the beginning and end of the school year 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. Further details can be found on our website under 'Assessment Without Levels'.
- You will receive a written report on your child's progress in the Summer Term.
- School Attendance will also be reported in your child's end of year report.

Parents as Partners in Education

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

We believe that parents play a crucial role in helping the children learn. Parents 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 inform parents of activities and events going on in the school through:-

- The fortnightly newsletter
- Termly curriculum letters outlining your child's class programme of study.
- Our school website address is:-
www.st-marys-fal.cornwall.sch.uk
- Information Evenings to update parents on Curriculum Development 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 headteacher. It is usually best

to speak to teachers after school as the time before lessons begin is usually very busy. Making an appointment will ensure you are not interrupted.

Friends of St Mary's School (FOSMs)

This is an active fund raising organisation 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.

Our Staff

School Governors

September 2016

To be elected	Chairman Foundation	Tel: 07854450438
Graham Boulton	Foundation Parent	Tel : 01326 316803
Sarah Slater	Foundation Parent	
Tony Schorah	Foundation	
Father Brian	Foundation	Tel : 01326 312763
Vacancy	Foundation	
Yvonne Castle	Parent	
Gareth Churcher	Parent	
Susan Buscombe	Teacher	Tel: 01326 314540
Susan Marshall	Support Staff	Tel: 01326 314540
Jacqui Scarborough	Headteacher	

Ex Officio		Tel: 01326 314540
Carol Pipkin	Clerk to Governors	Tel: 01326 314540

Teaching staff

Headteacher	Mrs J. Scarborough	
Deputy Headteacher	Mrs L. Draycott	Planning, Preparation and Assessment Cover/PPA
	Mrs L. Austin-Smith	Class 6/Yr6
	Mr A. Boyes	Class 5/Yr5
	Mr C. Scarborough	Class 4/Yr4
	Mrs J. Mills	Class 3/Yr3
	Mrs S. French	Class 2/Yr2
	Mrs S. Shailes	Class 1/Yr1
	Miss S. Buscombe	Reception (EYFS)

Support Staff

Teaching Assistants	Administrator/ Secretary	Lunchtime Supervisors	Site Supervisor Caretaking Staff
Mrs A. O'Hara Mrs P. Barrett Mrs K. Higham Mrs K. Mulcahy Mrs V. Walton Mrs M. Burton Miss L. Curtis Mrs B. Watkins Mr A. Blakely May Miss L. Martin Mrs S. Marshall Mrs T. Pennock	Mrs C. Pipkin Mrs I. Neal	Mrs A. Butterly Mrs H. Stasiak Mrs S. Gough Mrs L. Woodman Mrs L. Dobson Mrs L. Martin Vacancy	Mrs A. Butterly Mrs P. Stephenson Vacancy Premises Manager Mr T. Pipkin School Chef Ms J. Lang Assistant Chef Mrs S. Homer Kitchen Porters Miss L. Butterly

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 the school for an appointment.

Admissions

We encourage parents to register their child at the school as early as possible as demand for places is great. Application packs are available from the school. The placing of your child's name on a register of interest does not give automatic right of entry should we become oversubscribed which is usually the case.

St Mary's Catholic Primary School Admissions Criteria

As a Catholic school we strive to nurture the faith and spiritual lives of all members of the school in accordance with the truths and teachings of Jesus Christ and the Catholic Church.

Primarily therefore, the school serves the Catholic Community and aims to provide places for all Catholic children from ages 5 to 11 for whom we are the nearest Catholic school. As a result, Catholic children are prioritised in our admission criteria.

However in the context of this priority a large number of non Catholic children are admitted who are equally valued members of our school community.

The planned admission number at Reception is 30.

As a Christian Community, our school acknowledges that some children are more vulnerable than others. Without compromising the education we exist to provide, we are committed to playing our part in reaching out to vulnerable children. The admissions committee fully recognises their requirements to admit pupils with statements of Special Educational Needs or an Education and Health Care Plan where St Mary's is the named school, subject to full discussion with the LA and relevant professional agencies. Children who are in public care will be offered places as our next priority, i.e. before all other categories below.

Oversubscription Criteria



If there are more applications than the number of places available children will be admitted in order of the following criteria:-

1. Children who are in public care/looked after children
2. Children who are baptised Catholics. (Evidence: Baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's baptism) *see supplementary information form.*
3. A child who has a sibling/s who will be attending the school at the time of application for admission.
4. a) If your child is a baptised/member of another recognised Christian church. (Evidence: a Baptismal certificate or equivalent or signature from the appropriate Minister of religion.) *see supplementary information form*

b.) If at least one parent is a baptised/member of the Catholic Church or other recognised Christian Church. (Evidence: Baptismal certificate or equivalent or signature from the appropriate Minister of religion.) *see supplementary information form.*
5. A child who is a member of another World faith tradition. (Evidence: signature of a designated minister of that religion confirming the child's membership) *see supplementary information form.*
6. A child whose parents seek admission for them at the school. (Evidence: submission of the Cornwall Council's Common Application form naming the school among their preferences).

Definitions

(a) Child in public care/looked after child – this means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989, and also children who were looked after but have ceased to be so because they were adopted or became subject to a residence order or special guardianship order .

(b) Parents/Guardians and Family Members - a parent is any person who has parental responsibility for, or who is the legal guardian of the child.

(c) Sibling - this means a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, fostered brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(d) Home Address- Each child may have one registered home address; this address should be where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to request further evidence in order to make a decision e.g. a copy of a utility bill.

(e) Recognised Christian Church - includes any Church affiliated to 'Churches Together in England and Ireland.'

(f) Other faiths - examples of other faith traditions are Hinduism, Islam, Judaism, Sikhism

Tie Breaker

When two or more children meet the same criterion, their rank order will be determined by distance from school measured by straight-line measurement as determined by CAPITA One and supported by the CSA's Geographical Information. Measurements will be between the home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA map).

If you need any help or further information about admissions please contact the Headteacher. Application packs are available from the school office.

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!
- A story time session where the new children join with the current Reception Class for a story and other activities (parents are served tea and coffee in the hall during this session).
- 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 2016-17

Autumn Term

From: Tuesday 6th September 2016 to Friday 16th December 2016

Half Term: Monday 24th to Friday 28th October 2016

(Reception Class children will be inducted commencing 6th September 2016 with a staggered entry. Specific details will be sent to individual parents.)

Spring Term

From: Monday 3rd January 2017 to Friday 31st March 2017

Half Term: Monday 13th to Friday 17th February 2017

Summer Term

From: Tuesday 18th April to Wednesday 26th July 2017

May Day Holiday: Monday 1st May 2017

Half Term: Monday 29th May to Friday 2nd June 2017

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

5th September 2016

4th November 2016

26th May 2017

24th, 25th & 26th July 2017

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

School Times

Morning Session

(Reception to Year4)

9.00am -12 noon

(Year 5 & 6)

9:00am - 12:30pm

Afternoon Session

(Reception , Year 1 & 2)

1:00pm - 3:15 pm

(Year 3 & 4)

1:00pm - 3:30pm

(Year 5 & 6)

1:30pm - 3:30pm

Morning break for Key Stage 1

10.30 am - 10.45 am

Morning break for Key Stage 2

10.45 am - 11.00 am

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 or teaching assistant is on duty at the gate at both entrances from 8.45am.

CHILDREN MUST NOT BE ON THE SCHOOL PREMISES AFTER 3.40 PM EXCEPT WHEN ATTENDING 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 shirt long sleeve shirt/short sleeve shirt for the Summer months
- Grey tailored trousers or shorts
- Royal Blue V Neck Jumper
- Clip on or Elastic School Tie
- Black or brown shoes (no trainers)
- Grey socks
- Royal Blue PE T Shirt
- Navy PE Shorts

Girls

- White shirt long sleeve shirt/short sleeve shirt for the Summer months
- Grey skirts or pinafore dresses or grey tailored trousers or shorts
- Royal Blue V Neck Jumper
- Clip on or Elastic School Tie
- Black or brown shoes (no trainers)
- White socks or grey tights
- Royal blue head bands
- Royal Blue PE T Shirt
- Navy PE Shorts
- There will be no Summer dress option/requirement for girls.

Uniform is available from: MC Sports, 29 High Street, Falmouth

Please note that pupils must wear only school caps for easy identification on trips and protection from the sun.

No jewellery is permitted.

PE

All children will require plain navy PE shorts, royal blue PE T- shirts and plimsolls (preferably lace less for infants). PE kit is also available from MC Sports.

Long hair must be tied back.

Boys 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.

A strong bag to hold PE kit is needed too.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS

School Meals

Our school meals are cooked on the premises by our very own School Chef.

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.

Pupils in Key Stage 2 should bring dinner money in on the day in a purse or wallet with your child's name and class clearly indicated. Alternatively, a weekly payment may be made on a Monday. Cheques should be made payable to 'St Mary's School'. The cost of a school dinner is **£2:00**.

Free School Meals (FSM)

Your child may be entitled to free school meals. The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium Grant Funding'. See more details on our school website

For every child registered for a FSM, St Mary's gets **£1,320** this year.

How does it work?

1. First, check if you qualify - it is not just if you are unemployed, so please look at the list below.
2. Registering is really quick and easy - if you think you qualify, contact the School Office who will help you to register.
3. If you want your child to have a free, healthy meal at lunchtime that's great - they will get the free meal (saving you more than £350 a year) and the school gets £1,320 extra.
4. If you don't want your child to have the school meals they can continue as normal - as long as you qualify and are registered, the school still gets £1,320 extra.

Registration is confidential and it will not affect any other benefits you are claiming.

It is really important that eligible families register for this 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.

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

Pastoral Care

It is our aim to encourage the development of the whole child physically, socially, emotionally, intellectually and spiritually. Occasions will arise when this development may be hindered by circumstances. 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 recognize and sensitively address such circumstances in confidential collaboration with parents where necessary.

Our day to day way of dealing with such circumstances will affirm 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. 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 written request made to the Headteacher and also posted 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. Pupils are provided with the opportunity to experience, understand and celebrate diversity. We will work towards eliminating all discrimination, on the grounds of race, gender, disability, age, religion and belief. We believe that 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.

Our Single Equality Scheme is posted on our school website.

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 send a note or to telephone school on the first day of absence to explain why their child is not at school.

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 or post 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.

Pupil Absence Rates

Under the regulations published on 1st August 1992, schools are required to produce data on attendance, including authorised and unauthorised absences. This information is attached.

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 aims to build 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 our three golden rules:-

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

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

Special Educational Needs (SEN)

Sometimes children need extra help. 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.

SEND Policy

The Special Needs Co-ordinator is Mrs L. Austin-Smith who is the person responsible for coordinating the day to day provision of education for pupils with special educational needs and those on the Record of Need.

The SEND Governor is Mrs. Y Castle.

The SEND policy is posted on our school website.

Accessibility

The school has an accessibility plan, which outlines how the building will be 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 who have provided the School Office with their mobile telephone numbers will also be contacted by text message.

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. 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, enrol 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 9:00am. The 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 secretary Mrs Neal or Mrs Pipkin of any change of address or telephone number. The school must also have an emergency contact name and number. This is particularly important should you need to be contacted 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 dental and hearing checks. Parents should inform us of any health condition which the school should be aware of.

Medicines

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

A fire practice is held regularly 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 many after school activities. Football, netball, cross country, rounders, athletics, computer, art, choir, dance and drama clubs take place, as well as participation in interschool, area and County competitions.

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 schools 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 Kenwrick Tel: 01326-312763

Mass Times : Saturday 6:30pm

Sunday 10:45am

Other details can be found in the Sunday Bulletin available from our school website.

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.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

A Brief History of the School

(With thanks to the late Mr. F. Baker)

The first school was at the rear of the Church at Stratton Terrace, which was opened in 1821.

The new Church at Kimberley Place was opened in 1869. The school was conducted in the Crypt and had an average attendance of 35.

A school to accommodate 100 children was erected in 1886 at a cost of £400. This was during the rectorate of Canon William Cassey. The Headmaster was Mr John Sliney and succeeding Mistresses were the Misses L. Joll, Mohoney and Sullivan (Miss Teresa O'Hagan also did temporary duty).

Eventually a Community of Nuns - Sisters of Mercy - took charge of the school, the Superior being the Reverend Mother Catherine. They established a Convent at St. Joseph's at Kimberley Place, opposite the school.

The Community left the Parish about the time of the First World War. The school now experienced a very difficult period and was of great concern to Canon James Burns, who had succeeded Canon Cassey as parish Priest in 1902. During this time the school was kept going by volunteers - Mrs M. Tripp (afterwards Mrs Taylor) and Misses E. Booth and Madeline O'Brien. Those parents of scholars who could afford it paid what was known as 'school money' towards the running of the school.

Canon Burns' arduous efforts were rewarded in 1918 when the school was recognised by the Board of Education and became subject to Government Grant. This enabled the school to be re-organised to cope with the requirements of those days, which necessitated the appointment of a qualified Head. The first to be appointed was Miss Crotty (who can be remembered for her long flowing locks of silver hair). She was succeeded by Misses Conway, M.F. Keane and J. McDonald and Mr D. G. Hannon, who saw the school move to its present site in 1967.

He was succeeded by Mr T. O'Brien, Mrs P. Beresford, Mr H. D'Silva and Mrs J. Scarborough - the present Headteacher.

The school building has been considerably changed since 1967. A fifth classroom and outdoor swimming pool were added in the early seventies. Later in 1990, the swimming pool was replaced with new classrooms.

In 1990 the two infant classrooms were enlarged and a new PE store built. More recently two junior classrooms have been virtually doubled in size and a new impressive reception area and a new secretary's office added.

Two new large classrooms were completed in September, 1995. An extension to the library, making it 4 times its original size, was completed in 1998. Further improvements to the reception class have enabled us to become a one-form entry school, with one class per year group and 30 pupils per class.

Accommodation was improved in 2008, with the internalizing of an outdoor area adjoining the library, which was initially furnished with 30 networked computers and has become the new library and conference room..

All classrooms have been networked with new computers and an Interactive Whiteboard. Class sets of i-pads further enable classes to access ICT across all areas of the curriculum in their own classes.

The Foundation Outdoor Learning Area has also been improved with a canopy, ensuring pupils can access this area come rain or shine!

The most recent improvement in 2010, has been a new extension to the front of the school, providing additional meetings rooms and improved administration facilities. The hall has also been enlarged.

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 via the fortnightly newsletter or our school website.

Parents also have the opportunity to communicate their views regarding their child/rens school via questionnaires.

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!

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

Reception Class Responses

- Children are taught to respect one another, there high standards of behaviour expected and taught. My daughter is thriving in this school.
- Cleanliness of the school grounds. Teachers are approachable and pleasant.
- The main thing I like about this school is my daughter skips in and is really happy. She enjoys being at school and looks forward to going. I also like the uniform!
- Wonderful school, really pleased with first year.
- Our son is very happy and making good progress.

Class 1 Responses

- Friendly atmosphere and good standards of teaching.
- Such a friendly, welcoming school. Children are well mannered & well behaved.
- Our daughter is very happy at St Mary's. We like the ethos of the school and that all the children seem to enjoy being there. We have been really pleased with the progress our daughter has made and the way she is being taught.
- Very well run. Friendly. Daughter has made great progress since starting. Food excellent (so I'm told!)
- A supportive and encouraging learning environment. I love the meals and the use of local produce for lunchtimes. My son is doing very well and we're all very satisfied.
- St Mary's is very good at making all the pupils feel welcome and included. The children also learn good manners through this school.
- The family and community involvement as parents we feel like we are kept in the loop and encouraged to play a much more active role in our child's learning than in other schools.
- That Mrs Scarborough stands at the gate some mornings. That the older children genuinely care and are interested in the younger ones.

Class 2 Responses

- Conscientious and hard-working staff.
- St Mary's feels very much a family oriented school where all children are welcomed and valued. My child has always been happy attending school and this I believe is the hard work and commitment given by all staff.
- Good communication. Friendly nature of the staff. High standards of teaching and expectation of pupils and behaviour. Classrooms always look fantastic with lovely displays. Great school meals. Other staff eg cleaner always friendly and helpful too! Lovely range of after-school clubs. No negatives! Thank you!
- The parent i-pad session was excellent.
- Community focus - very friendly and supportive.

Class 3 Responses

- Excellent staff. Nurturing environment. Innovative approach to learning.
- St Mary's school is the best school in Falmouth, that is why we were waiting for nearly 2 years to get a place in the school. Finally we got a place for my daughter. She is doing well in everything. My daughter is getting extra activities like violin class and swimming and art activities. I strongly like these activities. Thank you.
- Excellent teachers, inspirational Head! Warm, supportive learning environment. Always looking to improve.
- Any concerns we have about our son's education or behaviour is taken seriously. Our son is really cared for in a loving environment. Good manners and conduct are encouraged at all times.

Class 4 Responses

- The staff, its ethos. After school activities/clubs. "The way we learn" (the way they are taught)
- Everything! It's a very family friendly school, a happy and safe environment for our children to learn and thrive in.
- I like everything.
- It's very welcoming.

Class 5 Responses

- Strong family orientation, good dedicated staff, strong Christian ethic.

- Good teaching standards. Good catering/menus. Staff are approachable and happy to listen. My Boyes is a good addition to the school.
- Teachers. Education provided is a high standard.
- The teachers (all of them). The children are all happy, well behaved and supported at school.
- The religious focus. The discipline. The teaching of respect and care for others.
- Overall attitude of pupils.

Class 6 Responses

- The fact that it is a caring school and all of the staff are approachable should an issue arise. Also, the range of activities and residential trips the school undertakes I feel is valuable in developing my child's social and interactive skills.
- St Mary's is just one big happy family. The staff and Mrs Scarborough are so dedicated and work hard to make sure that every child reaches their potential. My daughter has loved every minute and is sad to be leaving, but St Mary's will be forever in our hearts.

Family Responses

- Excellent teachers. Amazing choir and school plays. Good facilities such as i-pads. Focused on helping children do well and achieve their best.
- Both our children have been encouraged in all aspects of school life, and are very happy at the school.
- My children are always challenged at school which is great, and I love the caring ethos of the school in general. The teachers work hard to ensure that learning is exciting - can't be happier.
- Staff are approachable and the children are excited to be taught by the teacher of that year. School bank - very good for saving for trips.
- Friendly and happy environment which my children are always keen to go in to, even after school holidays!
- I feel confident dropping my children off daily knowing they enjoy it and are encouraged to do their best. I appreciate the efforts that go into teaching respect for each other.
- The teaching, leadership and the atmosphere at the school. Promotes kindness, calmness and humour.

- Everyone at the school is very approachable and responds quickly to any concerns we have had. St Mary's always tries new ideas for learning to capture the imagination of the children in new, fun, creative ways. Always tries to involve parents wherever possible and that the staff and teachers work as a team.
- Friendly atmosphere. Approachable staff and Head. Always something exciting going on. Excellent teaching staff.
- My children are happy and challenged. Thank you for all your support and care. We are very pleased with their progress this year.
- Everything.
- Our daughter has loved every topic in Class 2. Mrs French's commitment to teaching and ability to enthuse the class has been instrumental in this. We are delighted with our son's progression in Reception. Miss Buscombe has respect from the class and delivers a great combination of play and learning. I like that children of all years have opportunities to mix, play and learn together. I like the feeling of being included as a parent, the school achieves this well on all levels.
- Fantastic school, I would highly recommend.
- My children are happy to go to school and that says it all for me. Thank you to all at St Mary's for their hard work.
- Children are happy to come to school, friendly staff.
- Open books evenings, expectations of high standards, great lunches, high quality teaching.
- St Mary's is a fantastic school which helps encourage children in many activities and after school clubs. The school plays are fantastic, great amount of effort. My children enjoy coming to school.

(Parent Questionnaires April 2016. Originals available for inspection!)