Prospectus
2021-2022

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 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

Alison McDonald

About Our School

Our Mission Statement

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.

"I am the way, the truth and the life."
(John 14:6)

Aims

We aim to: -

Nurture, Prepare, Support, Enable

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.

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 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:

<table>
<tr><th>YR</th><th>Y1</th><th>Y2</th><th>Y3</th><th>Y4</th><th>Y5</th><th>Y6</th></tr>
<tr><td>Safari and Wild Animals</td><td>Families</td><td rowspan="2">Food and Festivals around the World</td><td>Chocolate</td><td rowspan="2">Who were the Tudors and the Victorians?</td><td rowspan="2">Invaders</td><td>Terrific Trees</td></tr>
<tr><td>Giants and Castles</td><td>Space</td><td>The Orchestra</td><td>All the World's a Stage</td></tr>
<tr><td>Other Cultures</td><td rowspan="2">Seaside</td><td>Health</td><td rowspan="2">Farming</td><td rowspan="2">Cornwall – Work and Play</td><td rowspan="2">Europe</td><td rowspan="2">Oceans</td></tr>
<tr><td>Mini-beasts and Plant Hunters</td><td>The Lighthouse Keeper's Lunch</td></tr>
<tr><td>Water and the Sea</td><td rowspan="2">Enchant-ment</td><td rowspan="2">Rainforests</td><td>Theme Parks</td><td>Africa</td><td rowspan="2">Ancient Egypt</td><td rowspan="2">Bringing the World Together – challenging stereotypes</td></tr>
<tr><td>Journeys -a transition topic to Y1</td><td>WWII Evacuation</td><td>The Iron Age</td></tr>
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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 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

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 (EPR)

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.

Sex education is only one aspect of EPR. 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 as 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
- 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 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:

- 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, ukuleles

Cornwall Music Service Trust provides 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.

Singing is a great 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.

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 pupils experience expert coaching in several different sports through school visits to our feeder secondary school 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.

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.

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.
- 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:

- The fortnightly newsletter
- Termly curriculum letters outlining your child's class programme of study.
- Our school website: 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.**

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. FOSMs can be contacted by email falmouthfosms@gmail.com if you would like to become more involved.

Our Staff

Teaching Staff

Executive Headteacher	Mrs A. McDonald	
Interim Deputy Head	Mrs S. Shailes	Planning, Preparation and Assessment Cover/PPA
Teaching Staff	Mr A. Boyes	Class 6/Yr 6
	Miss L. Billingham	Class 5/Yr 5
	Mr C. Scarborough	Class 4/Yr 4
	Miss A. Chapman	Class 3/Yr 3
	Mrs J. Mills	Class 2/Yr 2
	Miss G. Rowe	Class 1/Yr 1
	Mrs L. Titheridge	Reception (EYFS) SENCO
	Mrs K. Laloe	Reception (EYFS)

Support Staff

Teaching Assistants	**Administrator/ Secretary**	**Lunchtime Supervisors**	**Site Supervisor Caretaking Staff**
Mrs B. Alway Ms M. Anderson Mr. A. Blakely May Mrs. M. Burton Mrs D. Ditty Mr T. Edwards Mrs R. Gartrell Miss L. Hennessey Mrs K. Higham Miss K. Howgate Mrs A. Liptrott Mrs S. Marshall Miss L. Martin Mrs M. Thompson Mrs Z. Tuffery	Mrs S. Chapman Mrs Z. Thomason	Mrs A. Butterly Mrs S. Gough Mr A. Kerr Mrs B. Alway Mr A. Blakely-May	Mrs A. Butterly Mr M. Vigo **School Chef** Mrs S. Slater **Kitchen Porters** Miss L. Butterly Miss L. Cocks

School Governors

September 2021

Dr Xiaoyu Yan	Foundation, Parent	Tel: 01326 314540
Father Brian	Foundation, Vice Chair	Tel: 01326 312763
Bob Kiszczuk	Foundation, Chair	Tel: 01326 314540
Susan Marshall	Support Staff	Tel: 01326 314540
Alison McDonald Ex Officio	Executive Headteacher	Tel: 01326 314540
Carol Pipkin	Clerk to Governors	Tel: 01326 314540

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

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) 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 2022/23 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
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.
Oversubscription criteria 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.** 2. **Children based on their exceptional medical or social needs or those of their parents.** 3. **Children who are Baptised Catholic.** 4. **Children who are siblings of pupils on roll at this school.** 5. **Children who are members of any other faith.** 6. **Children of members of staff:** a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. 7. **Other children.**
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use straight-line distance from home to school

Further details can be found in the CAST Admissions Policy available on the school website www.st-marys-fal.cornwall.sch.uk

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: 2021-22

Autumn Term

From: Monday 6th September 2021 to Friday 17th December 2021
Half Term: Monday 25th October to Friday 29th October 2021

(Reception Class children will be inducted commencing 7th September 2021 with a staggered entry. Specific details will be sent to individual parents.)

Spring Term

From: Tuesday 4th January 2022 to Friday 8th April 2022
Half Term: Monday 21st February to Friday 25th February 2022

Summer Term

From: Monday 25th April to Tuesday 26th July 2022
May Day Holiday: Monday 2nd May 2022
Half Term: Monday 30th May to Friday 3rd June 2022

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

- **6th September 2021**
- **1st November 2021**
- **28th February 2022**
- **6th June 2022**
- **25th – 26th July 2022**

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

(Reception to Year 4)	8.55am -12 noon
(Year 5 & 6)	8.55am – 12:30pm

Afternoon Session

(Reception, Year 1 & 2)	1:00pm – 3:15pm
(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 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 3.35 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 is no Summer dress option/requirement for girls.

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.** Uniform is available from Castle Sports, 10 Killigrew Street, Falmouth.

PE

All children will require plain navy PE shorts, royal blue PE T- shirts and plimsolls (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

Our very own School Chef cooks our 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 our school website

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 **£2:30** 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 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 £1,300 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 £1,300 extra. *Please note:* 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. *See more details on our school website*.

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

St Mary's run a daily Breakfast Club for all pupils from 8.00am – 8.45am. Our school chef provides a variety of healthy breakfasts to start the day and Mrs Alway organises activities. The cost is **£2.00** per day payable 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 send a note or to telephone school on the first day of absence to explain why their child is not at school and weekly thereafter.

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.

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 Executive Headteacher Mrs. Alison McDonald. 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 our school rules:

- **Be Responsible**
- **Be Respectful**
- **Be Ready to Learn**

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 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.

SEN Policy

The Special Needs Co-Ordinator from September 2021 is Mrs. A. McDonald 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 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 who have provided the School Office with their mobile telephone numbers will also be contacted by text message and a message will appear on our school website on the Home Page.

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, 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 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

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.

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 Kenwrick
Tel: 01326-312763
Mass Times: Saturday @ 6:00pm and Sunday @ 10:30am
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, the Clerk to the Governing Body and on our school website.

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 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.

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 some parents have said about our school....

What I like about St Mary's school:

- I love the overall feel of the school, the ethos permeates throughout and all of the staff are clearly vocationally committed to the job they love. The feeling of unity and of a common goal

- That everybody knows my child and really cares for him. The kids in the class are accepting and kind. The communication between staff and parents is good. There are lots of opportunities for my son to develop at his own pace. The indoor and outdoor learning environments are lovely. There is good emphasis on structure and routine. The lunch menu is healthy and varied (wasted on the kids!). That the school is a faith school and that my son can learn about his faith in a supportive environment.

- Everything! I cannot praise the school and staff highly enough for the incredible work they do with their children. We have been so impressed with ***'s development and growth in the last two years and couldn't feel more supported by the school. Excellent staff and a really special place!

- My child comes home from school happy

- My two children have very different needs and capabilities, both are happy, encouraged, feel safe and cared for with kindness and love, to help them flourish in their own ways, thank you.

- They push for excellence but they care for every child

- I love the family feel of this school. All staff know every child's name & they are all made to feel important.
- Small. Friendly school with good flow of information between teachers and parents.
- I like the range of learning - all aspects are taught. There is good distribution of academic, physical and artistic teaching.
- Friendly welcoming school that both of our children are progressing well in. Brilliant to be part of such a wonderful school.
- Lovely school. Extremely well run. Professional, kind and caring staff.
- Ethos/quality teaching/high standards.
- Breakfast club, friendly staff, Christmas shows and music lessons.
- There is always someone to talk to if I have any concerns.
- The teachers/TA's and head go way beyond what is expected to give the children the best start - very difficult with the financial constraints. It's a super school.
- This is undoubtedly the best school in Falmouth. I am so glad that we are part of the school community. It is not just our son who is cared for by the school but our whole family. Thank you.
- Supportive and caring environment for my daughter to learn in. She is incredibly happy at school and this is reflective in her love of learning and her social and emotional development this year.
- That although the school fosters an excellent academic core there are plenty of arts, music and physical activities.
- It's such a caring school. Everyone looks after each other. All the teachers are amazing. I'm so pleased my children are starting their journey at this wonderful school.
- All the staff and head know the children so well. Behaviour is superb and the children show respect to adults and their peers. Topics are exciting, curriculum is varied.

(Parent Questionnaires April 2019. Originals available for inspection!)