



# St. Mary's CE Primary School

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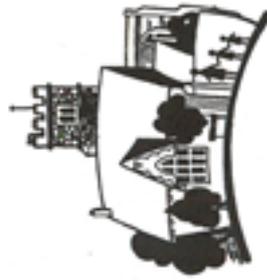
# School Handbook

## 2020-21

**Vision:** *Delivering excellence, allowing all to flourish*

**Mission:** *Creating a culture of wonder, guided by Christian faith*

**Values:** *Compassion, Endurance, Thankfulness*



# St. Mary's CE Primary School

## Vision Statement

*Give thanks in all circumstances:  
for this is God's will for you in  
Christ Jesus.*

1 Thessalonians 5: 18

*Therefore, as God's chosen people  
holy and dearly loved, clothe  
yourself with compassion, kindness,  
humility, gentleness and patience.*

Colossians 3: 12

*I have done my best in the race, I  
have run the full distance, and I  
have kept the faith.*

Timothy 4:7

Thankfulness

Compassion

Endurance

## VISION

Delivering  
excellence, allowing  
*all* to flourish

## Articulation of Vision, Mission and Values

Our mission is to deliver a curious and creative curriculum that engages and inspires all of us to be the best we can be.

We have chosen three Christian values, from which all else will flow:

- Endurance (to persevere in the face of adversity),
- Compassion (to reflect the kindness and mercy of Jesus and the love of God for everyone)
- Thankfulness (to show gratitude for all we have)

We aim to help everyone thrive as individuals, developing personal skills, talents and character so that we have strong foundations for positive health and wellbeing and a lifelong love of learning.

## MISSION

Creating a culture  
of wonder, guided  
by Christian faith

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# St. Mary's CE Primary School



Head Teacher: Miss Cheryl Payne  
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-marys-putney.wandsworth.sch.uk

Dear Parent and Carers,

**Welcome to St. Mary's CE Primary School, Putney!**

This handbook aims to answer any questions you may have about our school.

We are a popular and happy Church of England Primary School with a long standing tradition of very high standards in core learning skills and a strong Christian ethos. The school is forward thinking; offering excellence in education for our children through our dedicated and highly qualified staff team.

As a school, our goal is to provide a full and interesting curriculum; to prepare your child for future education and employment and give them the skills and enthusiasm to pursue learning for the rest of their lives.

Your contribution as a parent or carer is highly valued and needed. We hope you will encourage your child to contribute fully to the life of the school, by taking part yourselves and enjoying the many opportunities afforded here.

We hope that your association with our school is a long and happy one.

Yours sincerely,

A handwritten signature in black ink that reads "CMPayne". The signature is written in a cursive, slightly slanted style.

Miss Cheryl Payne  
Head Teacher

# St. Mary's CE Primary School

School Year

*2020-21*

## Autumn Term

<b>INSET Day:</b>	<b>Wednesday 2<sup>nd</sup> September 2020</b>
<b>First day of Term:</b>	Thursday 3 <sup>rd</sup> September 2020
<b>Half Term:</b>	Monday 26 <sup>th</sup> October to Friday 30 <sup>th</sup> October 2020
<b>INSET Day:</b>	<b>Monday 2<sup>nd</sup> November 2020</b>
<b>Last day of Term:</b>	Friday 18 <sup>th</sup> December 2020

## Spring Term

<b>INSET Day:</b>	<b>Monday 4<sup>th</sup> January 2021</b>
<b>First day of Term:</b>	Tuesday 5 <sup>th</sup> January 2021
<b>Half Term:</b>	Monday 15 <sup>th</sup> February to Friday 19 <sup>th</sup> February 2021
<b>INSET Day:</b>	<b>Monday 22<sup>nd</sup> February 2021</b>
<b>Last day of Term:</b>	Wednesday 31 <sup>st</sup> March 2021

## Summer Term

<b>INSET Day:</b>	<b>Monday 19<sup>th</sup> April 2021</b>
<b>First day of Term:</b>	Tuesday 20 <sup>th</sup> April 2021
<b>Bank Holiday:</b>	<b>Monday 3<sup>rd</sup> May 2021</b>
<b>Half Term:</b>	Monday 31 <sup>st</sup> May to Friday 4 <sup>th</sup> June 2021
<b>Last Day of Term:</b>	Friday 23 <sup>rd</sup> July 2021

## Introduction

This handbook is for your reference and hopefully contains everything that you will need to know during your time at St. Mary's. Please read it all carefully. In the event of a query, **please refer to it or the school website and other school communications before contacting the school.** Please remember that when staff are managing your queries their attention is not on the children.

All staff are in the playground before and after school or can be contacted through the school office. If you have any concerns whatsoever, please contact your child's Class Teacher in the first instance **as soon as possible.**



## A Brief History of the School

St Mary's is the oldest of the Parochial and National schools founded for 'the benefit of the labouring classes of Putney'. The School dates from a Deed of 1819 when it was 'situated in a part of a field of two acres in the back lanes of Putney'.

The oldest part of the building is the Hall block fronted by a garden on Charlwood Road.

The main classroom block was built in 1867 as the Girls and Infants Schools, and was refurbished following repairs to damage sustained in World War II. As well as eight classrooms there is an ICT suite, an Art room, a Music Room and an Assembly Hall.

There is an outside play area for the Early Years, in addition to a large playground for the whole school. Still going strong, St. Mary's celebrated its bicentenary in 2019!

## Members of Staff

Please see the school's website for an up to date staffing list:

[www.stmarysschoolputney.co.uk](http://www.stmarysschoolputney.co.uk)

## The Governors

The Head Teacher is responsible for the day to day running of the school. They set the aims and policies; and plan development in order to maintain and improve the standard of education it delivers. The Governors oversee and approve the policies, plans and procedures which will support that development. All of this is undertaken in such a way as to conform to current legislation covering the education of children.

St Mary's Governing Body has both Foundation Governors (those appointed by the Southwark Diocese Board for Education and St. Mary's PCC, including the Vicar of Putney) and Non-Foundation Governors (two elected Parent Governors, one elected Staff Governor and Governors appointed by Wandsworth Borough Council including the Head Teacher). The fact that the Governors are appointed by different bodies means that they reflect the community which they serve.

The Governing Body meets regularly as a whole and within that body, sub-committees are formed for specialist areas such as finance, buildings, staffing, admissions, curriculum etc. which are all discussed regularly and reported on. Working parties are also set up and so the 'behind the scenes' business of the school gets done.

Should you have any queries or comments for our Governors please speak with the Head Teacher or one of the Governors. You can write to the Governors c/o the School Office or email [chairofgovernors@st-marys-putney.wandsworth.sch.uk](mailto:chairofgovernors@st-marys-putney.wandsworth.sch.uk).

Please see the school's website for an up to date list of governors:

[www.stmarysschoolputney.co.uk](http://www.stmarysschoolputney.co.uk)

## Safeguarding and Child Protection Procedures

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. **Parents and carers should bear in mind that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.**

Staff will discuss any concerns with parents or carers, and *where possible* inform them of the referral to Social Care. **This will only be done where such discussion will not place the child at increased risk of significant harm.**

In accordance with Local Information Sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. The school will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded. Parents and carers will appreciate that the designated safeguarding lead for was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

The designated safeguarding lead (DSL) for St. Mary's is: **Cheryl Payne, Head Teacher** and the Deputy DSLs are **Amanda Bishop - Deputy Head Teacher** and **Kerry Dunford - Inclusion Manager**. The governing body safeguarding lead is our co-chair, **Judith Kennedy** and fellow governor **Sally McGeachie**. Our Designated Teacher for looked after children is **Kerry Dunford**.

### **Data Protection - GDPR**

St. Mary's processes personal data about its pupils and handles personal data - relating to its staff, children and parents. Here at St. Mary's it is our duty to ensure that this personal data is kept safe and secure.

The new General Data Protection Regulation (GDPR) is now in effect in the UK. It replaces the previous law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used.

We collect and use pupil information under the following lawful bases:

- where we have the consent of the data subject (Article 6a);
- where it is necessary for compliance with a legal obligation (Article 6c);
- where processing is necessary to protect the vital interests of the data subject or another person (Article 6d);
- where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6e).

To help you understand how and why we collect, manage and store our pupil/s data please view the Pupil Privacy Notice on our school website under the heading About Us/GDPR at: <http://www.stmarysschoolputney.co.uk/gdpr/>

## **DAY TO DAY ORGANISATION OF THE SCHOOL**

### **Allocation of Classes**

Children who are offered places in the Nursery can join the school in the term after their 3<sup>rd</sup> birthday. Children join the Reception class at the start of the Autumn Term, before the school year in which they have their 5<sup>th</sup> birthday. After the Reception class the children move into Year One and then into Year Two, completing what is known as Key Stage One. In the September after their 7<sup>th</sup> birthday the children then move into Key Stage Two which lasts four years. All children, with the exception of the Nursery children, are grouped into a class of 30 children, each with its own Class Teacher/s. The classes are supported by Teaching Assistants. Individual pupils may be supported by Learning Support Assistants.

## Arrival and Departure

### Nursery - Monday, Tuesday, Wednesday Morning

Children should arrive at school for 8.50am ready to line up in the playground and come into school for their session which begins at 9:00am and ends at 3:15pm on Mondays and Tuesdays.

On Wednesdays, children should arrive at school at the same time for the morning session which begins at 9:00am and ends at 11:30am.

### Nursery - Wednesday Afternoon, Thursday, Friday

Children should arrive at school at 12:40pm for their session which begins at 12:45pm and ends at 3:15pm on Wednesdays.

On Thursdays and Fridays, children should arrive at school at 8.50am ready to line up in the playground and come into school for their session which begins at 9:00am and ends at 3:15pm.

### Nursery Full Time Children

Full Time children should arrive at 8.50am for a 9:00am start and be collected promptly at 3.15pm.

### Where should I pick up and drop off?

All parents and children, in all year groups, should enter via the main school gate on Felsham Road. First Bell carers to say goodbye and depart, second bell children walk into class with their teachers.

### Nursery

Please try not to be late as registration takes place promptly and **lateness can be distressing to the child and disruptive to the rest of the class**. It is important that parents say goodbye to their children outside and do not follow the Nursery staff in when they escort the children into class. Please try not to linger and chat as it is a busy time for the staff and can make it difficult for your child to separate from you. If you wish to speak to your child's teacher, staff will be happy to see you at the end of the session. Alternatively, if you wish to make an appointment to talk in more detail please do so through the electronic PACT system.

All children must be dropped off and picked up **by an adult**. If anyone other than yourself is collecting your child, please let the Nursery staff know in advance.

This you will understand is extremely important. Children will not be allowed to leave with an unknown person. Please ensure you tell the staff if there is to be a change in your pick up arrangements.

## Reception Class to Year Six

**Starting the school day: 8:55am**

### Where should I pick up and drop off?

All parents and children, in all year groups, should enter via the main school gate on Felsham Road. First Bell carers to say goodbye and depart, second bell children walk into class with their teachers.

**Please try not to be late as registration takes place promptly and lateness can be distressing to the child and disruptive to the rest of the class.**

Children **may not come into school before 8.45am** - except by prior arrangement with the Head Teacher and unless they are attending a school activity e.g. a club. Once in the playground children should not run or play ball games. **Children in Nursery up to Year Two must remain with their parent/carer until the bell has rung at 8.55a.m.** All children are the responsibility of the parent/carer until the bell has rung.

**Climbing apparatus may not be used before or after school by any child.**

If you have a really urgent need to **speak to a teacher** at the start of the school day, please come to the office or telephone before 8.50am. Engaging the teachers in conversation in the playground when the bell has gone delays the whole class in starting the first lesson. Alternatively, a more effective way to contact class based staff is through the school's electronic PACT system.

**All children should go into class on their own** without their parents help in the cloakrooms. Since space is at a premium in the cloakroom areas it is important that parents say goodbye to their children in the playground.

All visitors, including parents, wishing to enter the school, must do so via the School Office where they will be asked to outline the purpose of their visit and then, where applicable, to sign in and wear a visitor badge before entering the main school building.

**St. Mary's is a no smoking school - smoking is not permitted on the premises. Dogs, with the exception of guide dogs, are also not allowed on the premises. We would ask animal owners to be mindful of all members of the public and would discourage owners from tying up pets outside of the school gate.**

### Parking

**There is no parking available at St. Mary's. We ask everyone to have consideration for our neighbours and avoid parking across driveways/access etc. especially AVOIDING THE ENTRANCE TO FELSHAM MEWS.** We would encourage all families wherever possible to walk, scoot or bike to school. We place great importance on promoting healthy

lifestyle choices and we ask you to support our aims in order to maintain our Gold School Travel Plan status!

Should a car be a necessity - we would appreciate drivers parking away from the main entrance of the school to help avoid congestion. Beware of the traffic wardens! **The school will take no responsibility for parking offences occurred at any time.**

## Health Medicines

If your child requires medicine/s during the school day, these **must** be brought into the School Office and given directly to a member of office staff.

Only **prescribed medicines** that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage are acceptable. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Parent/s must complete and sign a medicine form with all the information required before the school can administer the medication. Forms are obtainable from the school office.

### Asthma

Children who have Asthma are permitted to bring their own Asthma treatment (inhalers etc.) to school. If they are responsible for carrying/storing it themselves a 'Parental Agreement for children to carry their own Medicine' form must be completed by the parents/carers. Forms are available from the school office.

### Illness at school

If your child is ill at school, he/she will be cared for by the staff whilst parents are contacted and asked to come and collect their child for treatment as soon as possible. It is most important that we have a phone number and a note of where we can contact you in an emergency. We revise our lists each September, **but welcome additional information at any time.** We must have three additional contacts for every child in case we cannot reach you. **It is imperative that all parents have contingency plans in place in case their child is taken ill during the school day.**

### Illness at home

Please keep your child away from school if he or she is ill.

**If they have been sick or have diarrhoea they must be kept off school for at least 48 hours after the last episode.**

Please call the office on 020 8788 9591, email ([attendance@st-marys-putney.wandsworth.sch.uk](mailto:attendance@st-marys-putney.wandsworth.sch.uk)) or ParentMail on the first day and each subsequent day of a child's absence between 7.00am and 9.00am. A note of this will be passed to the class teacher.

**Sending a sick child to school is not fair to them, to other children and their families or to the staff.**

## Medical Height and Weight

Children in the Reception Class and Year Six have a Height and Weight inspection carried out by the School Nurses. Information is sent home to parents detailing the data collected.

## During the school day

### Break Times

All children have approximately a fifteen-minute break-time during the day. Children in Key Stage One may have a short break in the afternoon also. The lunch break is roughly one hour long in which time children eat their lunch, toilet and play.

### Daily Collective Worship

School Collective Worship has a specific Christian message. Parents have the right to withdraw their children from Collective Worship, although it is expected that by applying to a Church school, parents understand the distinctive Christian character and recognise that Collective Worship is central to the life of the school, therefore not feeling it necessary to withdraw their child. Parents who have concerns about this should discuss them with the Head Teacher.

Worship takes place daily in different phases. Whole school worship takes place on Friday. Parent/carers are welcome to attend all Friday morning worship sessions, however every month we hold Good Work 'Celebration' assemblies at 9.15-10am to which all parents are also welcome. These dates are published on our website.

There is also a Holy Communion Service for Key Stage Two which is held once a term. Parent/Carers are welcome to attend the service which is conducted by the Vicar of St. Mary's Church, Putney. Please look out for dates for Holy Communion in the school's weekly news bulletin - *In Touch* and our school website.

### Personal Property

Money, valuables and toys should not be brought into school. Any monies should be handed straight to the School Office.

The Governors, Wandsworth Borough Council and the Southwark Diocesan Board of Education do not take any responsibility for personal money or property brought to school. Children may NOT bring toys, play guns, or electrical goods to school. No jewellery is allowed, except ear studs and watches (without alarms).

Children who need to bring a mobile phone to school **must** give it to office staff for safekeeping at the beginning of the day and then collect it at home time.

## End of the school day

### Collecting children

All children in Reception to Year Four must be picked up **by an adult promptly at 3.20pm from the school playground**. Children can be very upset if parents are not prompt in collecting them. It also disrupts work that staff carry out after lessons at the end of the day. When children are in Year Five and Six and at the appropriate stage of maturity, they

can walk to and from school on their own. Please provide written permission if you wish your child to be independent in this way. **Pupils in Year Five and Six are not allowed to take responsibility for walking younger siblings or other children home.**

If anyone other than yourself is collecting your child, please let the staff **and your child** know in advance. This, you will understand, is extremely important. **Children will not be allowed to leave with an unknown person.** Please ensure you tell the staff and your child if there is a change in the pickup arrangements.

If you have to alter your arrangements for your child's collection during the course of a day (for example, a different person will be coming from the regular collector expected by the child), **please ring** and let us know and we will inform your child's teacher.

At 3.20pm staff will make themselves available to talk to parents in the playground.

However, we do need to clear the playground of all other children and adults (except those engaged with staff) by 3:30pm.

There are various clubs that run before and after school for children from Year One to Year Six. Details and application forms are sent out at the start of every term.

### **Communicating with the school**

Please use this handbook, the school website and all other school communications to answer basic queries. Please ensure you keep all letters/communications from school. These are sent out for your information and save staff from repeating key information and allow them to focus on the education of your child.

**If you have any concerns about your child, please do not hesitate to contact the school at the earliest possible opportunity.**

**The first point of contact should always be your child's Class Teacher - who will manage your query.**

### **Contacting the Class Teacher**

The school has an electronic PACT email system via which parents can email their child's class directly. Likewise, the system enables teacher and learning assistant to send any relevant messages to individual parents and groups of parents in return. A letter is sent to all parents (usually via ParentMail) in advance if the start of the academic year which contains further information on this system and how to ensure you are signed up to send/receive information. Class Teachers check class emails before 9 a.m. every working day. If you have an urgent message after this time, please contact the school office.

**We encourage all parent/carers to speak to their child's class teacher regarding any concerns in the first instance. If you feel your query is not dealt with sufficiently by the Class Teacher, then you will want to speak to the Deputy Head Teacher responsible for your child's phase/Key Stage.** The Deputy Heads are usually available on the playground before or after school or they can be contacted via the school office. Please make sure you leave your child's name, class and contact number.

**Wendy Livingstone** - Deputy Head Teacher (Early Years Foundation Stage and Key Stage One)

**Amanda Bishop** - Deputy Head Teacher (Key Stage Two)

### **Messages**

Phone 0208-788-9591 and leave a message with the office for any of the members of staff. Messages can be sent via the fax 0208-789-9508 which is checked through the day, but remember it is **not confidential**.

Parents may also e-mail the school on [admin@st-marys-putney.wandsworth.sch.uk](mailto:admin@st-marys-putney.wandsworth.sch.uk) or [office@st-marys-putney.wandsworth.sch.uk](mailto:office@st-marys-putney.wandsworth.sch.uk).

### **Contacting the Head**

Should any of the contact above prove insufficient, then you may wish to speak with the Head Teacher. Phone 0208-788- 9591 or email [admin@st-marys-putney.wandsworth.sch.uk](mailto:admin@st-marys-putney.wandsworth.sch.uk) or [office@st-marys-putney.wandsworth.sch.uk](mailto:office@st-marys-putney.wandsworth.sch.uk) if you wish to book an appointment. The Head Teacher is usually in the playground at 8.55am as school begins or at 3.20pm at the end of the teaching day if you wish to have a brief word.

### **ParentMail**

We use the email service called ParentMail to send urgent and general information out; please make sure that you register your email address in the school office so that you can receive this information. Communication is a two-way process. We ask you to do your bit by checking the school website and maintaining information sent home by the school in a safe place. Please do not rely on class representatives or staff to regurgitate information already sent out by the school. Please put dates and information in your diary as soon as you receive it. Again, whilst staff are repeating information which is already available via the website/has already been sent home, then they are not focussed on your child.

### **Parent/Teacher contact throughout the year**

At the start of every academic year, you will be invited to attend a Meet the Teacher session, usually at 6pm in your child's classroom. At the start of every half term the Class Teacher will produce a half termly letter outlining the curriculum for your child's year group. These are available to view on the school website under the class focus tab. Progress in Learning Meetings in the Autumn and Spring Term give an oral report, plus future targets and a summary of your child's progress. A written Annual Report outlining the child's progress throughout the year is produced for parents in the Summer term. Parents may then request additional meetings with the teacher if they have any particular worries or comments. An appointment to discuss progress may be arranged with your child's Class Teacher at any time throughout the year. If your child is on the SEND register, then an additional meeting can be arranged with the Inclusion Manager to discuss provision and support.

### **Academic Term Dates**

Holidays are structured as far as possible to tie in with other schools in the Borough and local CE Secondary Schools, though they may vary slightly according to the allocation of INSET Days. A complete list of academic term dates appears on p.4 of this handbook. A

copy is also sent to parents as soon as they are published, with frequent reminders through *In Touch*, the school's weekly newsletter which can also be accessed through the school website.

INSET Days are normally on Fridays or Mondays or added to termly holidays. Children do not come to school on these days.

### **Attendance**

The school has a clear policy on attendance. All children are expected to attend school for every session unless they are unwell. Should you wish to take your child out of school during term time you should put your **request** in writing to the Head Teacher via the school office. **Requests for absence for family holidays in term time will not be authorised.** Absence at the beginning of a school term and during exam week in May will NOT be authorised. Authorised absences are granted at the discretion of the Head Teacher and only in exceptional circumstances.

### **Punctuality**

Lateness can be extremely distressing and disruptive for pupils. Please ensure that your child is punctual and that they are collected on time. **The school gate closes promptly at 9am - after this time you will be asked to enter through the main office and your child will receive a late mark.** School finishes at 3:20pm and **we ask all parents to ensure that their children are collected promptly** (unless they are attending extracurricular clubs). St. Mary's has the highest expectations of pupil attendance and punctuality. Our school attendance is currently outstanding. We ask parents to ensure that it remains this way and would hope that any term time absence is avoided wherever possible. Your support is greatly appreciated.

### **Secondary School Transfer**

Year Six children transfer to Secondary School the September after their eleventh birthday. We will offer a Secondary School Transfer Information Meeting to all parent/carers in the Summer Term to which Year Five and Year Four parents/carers are invited. Year Six Parents are given information on Secondary Schools in the Autumn Term. The school displays information about Secondary School Open days and other events on its website. This information is updated as the school receives it. It is worth finding out more about the Secondary Schools that you are interested in before your child enters Year Six. Our children transfer to a variety of Church, Community and Independent schools. Details of these schools can be obtained from the schools direct.

### **Discipline**

The school's Behaviour Policy and Practice as well as the Home School Partnership Agreement will be sent to all parents alongside this handbook and we recommend that all parents/carers read them/are familiar with them. These and other key policies are available on the school website.

## **The School Curriculum**

Children in the Nursery and Reception Class follow the Early Years Foundation Stage Curriculum: <https://www.gov.uk/early-years-foundation-stage>, which has been devised to ensure children meet the national expectations for children of five years of age - the Early Learning Goals.

The Reception Class will also provide opportunities for children to start the National Curriculum Core Subjects as well as Religious Education which continues throughout Primary School.

For children in Year One onwards, the curriculum includes all of the National Curriculum subjects: English, Maths, Science, Computing, Geography, History, Art, Design Technology, Music, P.E, and Modern Foreign Languages (French)\***KS2 only**:

<https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>, although children in Year One will continue to transition gradually from free flow learning to more formal learning throughout the Autumn term.

## **Religious Education (RE)**

Religious Education is taught following the school policy which incorporates the guidelines of the National Society (Church of England) and Southwark Diocesan Board of Education. The policy includes information on the practices and beliefs of Christianity and the nature of World Faiths. The school follows the Southwark Diocesan Board of Education's Scheme of Work for RE. Parents have the right to withdraw their children from Collective Worship and RE lessons.

## **Personal, Social, Health Education (PSHE)**

PSHE is taught from Nursery to Year Six. The school currently follows the Jigsaw scheme of work <https://www.jigsawpshe.com/>

## **Sex and Relationships Education (SRE)**

From the Reception Class onwards, children follow a scheme of work on Sex and Relationships Education. The Sex and Relationships Policy, which contains the scheme of work is available upon request from the main school office.

## **The International Primary Curriculum (IPC)**

The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum for 5-12 year olds, with a clear process of learning and with specific learning goals for every subject, for international mindedness and for personal learning. At St. Mary's, children carry out learning in Science, History, Geography, Computing, Design Technology, Art, Music and PE through a topic based approach with a focus on the skills of learning. At the start of each topic, children take part in an Entry Point, where they are immersed in a specific topic - they may be asked to dress up or to carry out some personal research in advance of these. At the end of each topic, you may be invited to attend an Exit Point, where your child/ren and their class will share with you the learning they have acquired over the course of the topic. For further information please visit:

<http://www.greatlearning.com/ipc/>

Each school year the teacher plans the scheme of work for their class, ensuring they meet the statutory demands of both School Policies and the National Curriculum programmes of study.

Each half term the teacher plans ahead in detail and evaluates the progress of their class, so that the whole year provides a balanced range of work, and nothing is left out. Sometimes work in several subjects is integrated into a class topic. Sometimes the work in a subject is carried out separately. Time is carefully allocated to ensure that the full Curriculum is taught over a year.

### **Home Learning**

When children start in Nursery, folders containing letters, children's learning, a book of their choice and a Maths game (volunteers are needed to facilitate the latter), go home at the end of their week. From the start of their time in Reception class, children take home a book bag on a regular basis so that you and your child can read together. As the children move up the school, they will be set Home Learning by the Class Teacher. You and your child will be informed what the home Learning is, and when it is due to be handed in from the half term letter. The home Learning could be spellings, times-tables, personal research, extra reading, maths, writing, project work or an extension of work covered in class. Please support your child with their learning at home.

### **Special Education Needs and Disabilities (SEND) and Medical Conditions**

The term 'special educational needs and disabilities' covers a wide range of needs, and affects many children at some time during their school career. It includes, for example, children who have a significantly higher than average ability in an aspect of the curriculum, as well as children with difficulties that affect their progress.

The incidence of children with SEND is across the full range of the population. The school uses the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015) for identification of SEND and guidance on appropriate provision for children. The school also produces an Inclusion Policy and SEN Information Report, which outline more details and both are available on the school website.

At St. Mary's we have a good record of helping children with SEND develop to their full potential. Our own staff are knowledgeable about their roles with regard to SEND and we work closely with the Council's Integrated Support Service for children with SEND.

Most parents experience a wide range of feelings when it is found their child may have a Special Educational Need and/or disability. We aim to reassure parents that identifying and addressing a need will have a positive outcome for the child concerned.

If your child has or develops a medical condition which requires support in school, please let the Class Teacher and Inclusion Manager know as soon as possible. Care and support can be planned for, in collaboration with parents and health professionals and a health care plan put in place.

Should you have any concerns or questions relating to issues around SEND or support for children with medical conditions during your time at St. Mary's please contact **Kerry Dunford** - Inclusion Manager.

### **School Council**

The School has a combined KS1 and a KS2 Council, which comprises two elected representatives from each class who meet every half term and then report back to the class on the matters discussed. The School Council supports the ethos of the school and helps to develop social responsibility in the children.

### **Anti-Bullying Ambassadors (ABAs)**

In Key Stage Two, children are given the opportunity to become an Anti-Bullying Ambassador. The group meets at least every half term and is responsible for organising the Anti-Bullying work of the school.

### **Extra-Curricular Activities**

A variety of extra-curricular activities are available to the children. Past provision has included: Art, Drama, Dance, Music, Sport, Chess, Cooking, Computing, etc. These take place at break-times, lunchtimes, after school and some weekends.

### **Playground activities**

There are a variety of opportunities for children at playtime ranging from reading and drawing in the quiet area to playing cricket, netball, tennis and football in the games area. The playtimes are supervised by class teachers, learning assistants and lunchtime Supervisors who are there to ensure the safety of the children and at the same time encourage constructive play.

Year Six pupils take on the role of playground pals (weekly) and play leaders (weekly in the Summer Term). There is a friendship stop for those children who find it hard to find someone to play with.

### **Music Lessons**

A variety of instrumental tuition is available at school. All the lessons are taught by members of Wandsworth Borough Council Music Service, and there is a termly charge for these. If you are interested in your child learning an instrument individually or in a small group, please see Mrs Abraham via the Main Office.

In Year Two there are whole class recorder lessons and in Year Three whole class flute tuition.

### **School uniform**

St. Mary's Church of England Primary School has a school uniform and encourages parents to ensure that their child wears the correct school uniform to create a feeling of identity, belonging and pride in their school. School Uniform requirements for all year groups are available to view on our school website: <http://www.stmarysschoolputney.co.uk/parents-and-pupils/school-uniform/>

## Uniform

School uniform can be ordered from Stitch Design <http://www.stitchdesign.co.uk/>. Please follow the guidance under the parents and pupils tab on the school website to register and order uniform.

Please see the school website to understand the school's expectations regarding uniform.

## Labels

Please label **all** uniform items clearly. Stitch in labels are the most effective and last the life of the garment. It is distressing for both child and parents to mislay items of clothing at school and yet it happens all too often - especially when sweatshirts are removed or clothes are changed for PE. Without labels it is an impossible task for staff to return items to their rightful owners.

## Second-hand uniform sales

The school has its own second hand uniform shop called 'Hand to Hand' which was set up by and run by a former parent of the school with the help and support of children in Year Six. Sales of second-hand school uniform take place on a Friday after school. Notices are posted on the FoSMs Notice Board and advance warning is given in *In Touch*.

## Lost Property

There is a red (with black lid) Lost Property bin in the Playground. It is emptied at the end of each half term and all un-named property disposed of.

## Children's Hair

All hair which touches the shoulders, should be tied back and up to ensure the well-being and safety of all children.

## Jewellery

Jewellery is not permitted in school, except for an inexpensive watch, friendship bracelet, and plain stud or sleeper earrings.

## Food

### **NUTS AND SESAME SEEDS - SAFETY NOTICE**

There are children in the school who suffer from a serious allergy to nuts. Children (and adults) are therefore **not permitted to bring nuts or any foods containing nuts or sesame seeds into school or on school trips** as even being with someone who has eaten food containing nuts can be enough to trigger an attack.

## School Lunches

School lunches are cooked on site by Cater link Limited. More information, is available on their website at: <http://www.caterlinkltd.co.uk/>.

Our termly school lunch menu is available to view on the school website.

If you wish to discuss the needs of individual children, a small number of children have special diets for **religious** or **medical** reasons, then Mrs Sue Abraham will be happy to assist in making the necessary arrangements. Parents with children who have medical conditions must ensure that the school has the most up to date information **at all times**.

School lunches are served cafeteria style, and children are encouraged to eat a healthy lunch and try new dishes. If a child leaves or refuses food, you will be informed via the Teacher or electronic PACT system. Parents with children who have medical conditions choose a school meal at their own risk.

### Lunch Money

Parents make payments for lunches online. All new parents will be sent a registration form for the parent pay system in September.

When a child is absent after payment has been made, a credit will be carried forward.

### Free School Meals (FSM)

For information on free school meals and other benefits please visit our school website. Alternatively, please contact Ms Sue Abraham the School Business Manager.

### Universal Free School Meals (UFSM)

From September 2014, the Government have said that schools have a duty to provide **free** meals for children in Reception, Year One and Year Two. **It is important that parents who are eligible for Free School Meals (above) still apply regardless** of whether their child is in Reception, Year One or Year Two as the school receives extra money to support children in receipt of Free School Meals with their learning in the annual budget.

### Packed Lunches

Some children bring a packed lunch to school. This should be in a proper lunch box labelled with your child's name, and should contain **no nuts, sweets, glass bottles, cans or fizzy drinks**. Lunch boxes should be left on the appropriate trolley in the playground at the start of the day.

### Christmas Dinner

A children's Christmas Dinner is available each year. Those children who normally have packed lunch may join in with the school Christmas Dinner. Further information will be filled in will be provided nearer the time.

### Snacks for morning playtime

Children may bring a drink of water or snack - fresh or dried fruit, carrot or rice cakes for morning break-time. **Biscuits, sweets, chocolate, crisps etc. are not permitted**. Fruit is always available for children in the EYFS and KS1 and in addition our Nursery children are given the option to drink milk daily. Water is always available, and encouraged, for all pupils.

## Drinks

Children are allowed to bring in a small, named bottle of water to drink in class (no glass).

## Finance

### The School Budget

St Mary's School receives an annual budget from Wandsworth Council, which the school manages. This budget is intended to cover all the costs of teaching and support staff and all the services that will enable the school to deliver the national curriculum as a minimum entitlement to every pupil.

However, the Governors aim to provide a better than minimum service to pupils, and the hard work of parents and FoSMs - the fundraising arm of St Mary's - enables us to do this by financially supporting the cultural life of our school, as well as helping with computers, library and display materials - all of which ensure the children have access to activities and resources beyond the basic curriculum.

### Donations Account

Parents are able to make a donation to the school at any time if they so wish. If you would like to make a donation, please contact Ms Sue Abraham the School Business Manager.

### Charging and Remission

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **School Journeys** - The board and lodging element of any residential activities deemed to take place in School hours.
- **Activities outside School hours** - The full cost of each pupil of the following activities deemed to be optional extras taking place outside School hours: theatre visits, concerts; clubs; sporting fixtures (where there is an admission charge); music lessons.

### Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: cooking; sewing; handicrafts. The Governing Body may charge for ingredients and materials, or require them to be provided.

### Replacement costs

If an item of school property is lost or damaged, parents will be asked to make a contribution towards replacement costs.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Should you have any problem meeting school related costs at any time, we may be able to help. Please speak with Mrs Sue Abraham, School Business Manager. Your conversation will be completely confidential.

### The Governors' Fund

St. Mary's is a voluntary-aided Church of England school and so is more independent of the local council than non-church schools. This independence has many benefits however, the Governing Body is required to contribute 10% of the costs of all school building and maintenance work. The Governors' fund is vital in order to fulfil this obligation. Every Autumn, as your child starts a new class at St. Mary's we ask parents to make a small contribution to the Governors' Fund.

The simplest way to pay is by standing order - that way it will be automatically paid for you by your bank each year. You won't have to remember to pay and we won't have to send out reminders!

We also ask all parents who are tax payers to complete a **GIFT AID FORM**. It costs you nothing to fill in but it does mean that we are able to reclaim from the tax office an extra 25p for every £1 which you pay to the school.

### FoSMS - Friends of St Mary's School

[www.fosms.co.uk](http://www.fosms.co.uk)

All parents are automatically members of FoSMS and are very welcome to attend the regular meetings held sometimes in the afternoon and sometimes in the evening to discuss how they can help the school in many practical ways - the most obvious being the raising of money. Being involved in FoSMS does not mean having to go to every meeting. Supplying a cake for a cake stall, contributing raffle prizes etc. and most importantly, supporting events as they happen are all just as vital as being at every meeting. FoSMS events in themselves have the double benefit of building up the life of the school community and raising funds. Times, dates and venues of FoSMS meetings are posted in *In Touch*. The AGM is held in September.

### Class Representatives

Class Representatives are parents who act as **channels of communication between parents and FoSMS (NOT the school)** and are appointed at the beginning of each school year. Their aim is to provide help and advice, but mainly they are there to send you in the right direction when you need help and information about the activities of FoSMS.

Class Reps can usually be found on the playground before or after school, or you can leave a message in the School Office.

### Events

#### Cake Sales

Each class takes it in turn to hold a cake sale after school on Friday in the playground. Parents can support these events not only by buying the cakes but also by making and selling cakes when it is the turn of their child's class. All money raised in this way is donated by FoSMS back to the organising class. For further information, contact your Class Rep a list

of these can be found on the FoSMS website. **Please bear in mind that we are not free school when baking/providing cakes for the sales.**

### **School Photographs**

Individual and whole class photos are taken in the Autumn Term every year. In addition, children in the Nursery, Reception and Year Six Class have a whole class photo taken in the Summer Term. Please look out for further information on this in book bags or in *In Touch*, nearer the time.

Once every 3 years we have a whole school photograph taken. The last one was taken in March 2019 for our Bicentenary.

**Other fund-raising events** organised annually by FoSMS may include The Family Disco, School Quiz Night, Summer Barbeque, Christmas Fair etc.

### **Token schemes**

The school takes part in schemes offering sports equipment for schools available from local supermarkets. We are happy to accept these to provide additional resources for the school. We will advise parents when token schemes are in operation.

### **Parent Governors**

Governors who are also parents have a special role in fostering the home school relationship.

### **Friday Morning Worship**

Once a week, parents are very welcome to attend worship in the School Hall at 9.15am on Friday mornings. Please enter via the gate on Charlwood Road. Once a month, the school holds a slightly longer assembly which usually finishes around 10am. Learning Warrior certificates and other awards/achievements *including certificates for participation in events outside of school* are celebrated in the longer assembly. Please hand in all certificates, trophies etc. to the Office.

**Parents are asked to meet the expectations for staff and children at this time and are discouraged from talking, bringing food or drink into the hall, using electronics and are asked to switch all phones to silent - ideally off.**

### **Special Services at St. Mary's Church**

St. Mary's Church is the venue for special events such as the Harvest Service, the Carol Service at Christmas, the Mothers Assembly (near Mothering Sunday) and the Leavers Service at the end of the school year.

*In Touch* and the school website will carry details of these events nearer to the time.

### **Parents as Volunteers**

From time to time, our parents help us as volunteers in the school, for example, supporting children reading, accompanying children on school trips and with arranging displays of the children's artwork around the school. Parents will need to have completed a DBS form and gone through a DBS clearance check (available from the office), as well as completing an

induction session prior to volunteering. **Parents are not permitted to volunteer in their own child's class (except on trips).**

All volunteers at St. Mary's will have a satisfactory DBS check and must have completed the school's induction for volunteers. Induction sessions are advertised in *In Touch*.

### **St. Mary's School News**

The school magazine (not to be confused with *In Touch*, the weekly newsletter) is published once a term. It provides information about recent work in the class rooms, sports and club news, recent and forthcoming events and important diary dates. It is put together by parents, teachers and children. If you would like to be part of the team that plans the content, helping with advertising, photographs, typing, editing etc. you would be very welcome to join the editorial team.

### **Timetable of the Year**

Please see the school website <http://www.stmarysschoolputney.co.uk/> for key dates. The school has a Twitter and Facebook account which is updated regularly. Please follow us at: @PutneySMPS!

## GLOSSARY OF TERMS

**KEY STAGES (KS)** - Prior to the advent of the National Curriculum schools were always known as Infants, Juniors, Primary, Secondary and in some parts of the country First and Middle schools too. It was decided to streamline the education system into 5 stages - known as key stages - so that whatever the title or status of the school the progress of a child's learning could be monitored within these 5 stages.

- Early Years Foundation Stage 3 - 5 years (EYFS)
- Key Stage 1 is age 5-7 years (KS1)
- Key Stage 2 is age 7-11 years (KS2)
- Key Stage 3 is age 11-16 years (KS3)
- Key Stage 4 is age 16+ education (KS4)

**Early Years Foundation Stage (EYFS)** - Nursery and Reception Class

**Key Stage One (KS1)** - Years One and Two

**Key Stage Two (KS2)** - Years Three to Six

**FoSMS** - Friends of St Mary's School - an organisation (PTA) of which all parents are automatically members, which helps the children and the school in many practical ways, the most obvious being the raising of money.

**PACT** - stands for "Parents and Children Together".

**SEND** - Special Educational Needs and Disabilities.

**In Touch** - the school newsletter emailed (via ParentMail) home - usually every Friday. Worth reading as it is full of helpful information, dates, times etc. Also available on the school's website.

**St. Mary's School News** - school magazine sent home at the end of every term