



# St. Mary's CE Primary School

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Head Teacher: Miss Cheryl Payne

# School Handbook

## 2022-23

*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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September 2022

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.

As a school, our goal is to provide a full and interesting 'wonder' 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. Our core values describe the learners we hope to produce - children who are compassionate and thankful and have the endurance to stay the course.

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,

Miss Cheryl Payne  
Head Teacher



## **St. Mary's CE Primary School**

School Year 2022-232

### **Autumn Term**

**INSET Day: Thursday 1st September 2022  
Friday 2nd September 2022**

**First day of Term:** Monday 5th September 2022

**Half Term:** Monday 24th October to Friday 28th October 2022

**Last day of Term:** Friday 16th December 2022

### **Spring Term**

**INSET Day: Tuesday 3rd January 2023**

**First day of Term:** Wednesday 4th January 2023

**Half Term:** Monday 13th February to Friday 17th February 2023

**Last day of Term:** Friday 31st March 2023

### **Summer Term**

**INSET Day: Monday 17th April 2023**

**First day of Term:** Tuesday 18th April 2023

**Bank Holiday: Monday 1st May 2023**

**Half Term:** Monday 29th May to Friday 2nd June 2023

**Last Day of Term:** Thursday 20th July 2023

**INSET Day: Friday 21st July 2023**

## 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.

Staff are in the playground 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 via the class email system.**



## 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 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: **Kerry Dunford - Inclusion Manager** and the Deputy DSLs are **Amanda Bishop - Deputy Head Teacher** and **Cheryl Payne, Head Teacher**. The governing body safeguarding lead is our co-chair, **Judith Kennedy**. 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. There is no automatic transfer from Nursery to the Reception class and parents must re-apply for a place in the school's Reception Class. 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

See 'Daily Procedures' for your child's class for timings of the day and where to pick up and drop your child off.

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.**

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 a parent/carer**. If anyone other than yourself is collecting your child, please let 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 and ideally provide photographic evidence of unknown adults to ensure your child is only dismissed with authorised adults.

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. All children are the responsibility of the parent/carer until they have passed through the school gate.

**Climbing apparatus may not be used before or after school by any child, unless supervised by a member of school staff.**

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. Alternatively, a more effective way to contact class based staff is through the school's electronic PACT system.

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 bringing animals to school and 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.

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 and 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 prior to the checks taking place.

### **During the school day**

#### **Break Times/Lunch Times**

All children have approximately a twenty-minute break-time during the day. Children in Key Stage One may have a short break in the afternoon also. The lunch break is an 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 and this will be reviewed annually.

Worship takes place daily in different phases. Whole school worship takes place on Friday. Parent/carers are welcome to attend monthly 'Celebration' assemblies at 9.15-10am to which These dates are published on our website.

There is also a Eucharist Service for Key Stage Two which is held once a term. In the summer term this is shared with All Saints Church of England Primary School. 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 responsibility for any personal money or property brought to school.

Children may NOT bring toys or electrical goods to school. No jewellery is allowed, except ear studs and watches (without alarms).

Children who **need** to bring a mobile phone (only in Year Six) to school **must** give it in to the office at the start of the day and collect it at the end of the day.

### **End of the school day**

#### **Collecting children**

Children in YR, Y2, Y3, Y4, Y5 and Y6 must be picked up promptly at 3.20pm from the school playground. Children in YN and Y1 must be picked up promptly at 3.20pm from the kitchen gate. 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.

An adult must always collect children. However 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 is to be independent in this way.

If **any** child needs to be picked up/dropped off **during** the school day then this must be done by an adult.

**Pupils in Year Five and Six should not be asked 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. Please do not email Class Teachers during the day as they do not access class emails after 9 a.m.

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 teaching 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 of 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. If you have an urgent message after this time, please contact the school office.

The class PACT emails for the academic year 2022-23 are:

Nursery - [classnursery@st-marys-putney.wandsworth.sch.uk](mailto:classnursery@st-marys-putney.wandsworth.sch.uk)

Reception - [class2022@st-marys-putney.wandsworth.sch.uk](mailto:class2022@st-marys-putney.wandsworth.sch.uk)

Year 1 - [class2021@st-marys-putney.wandsworth.sch.uk](mailto:class2021@st-marys-putney.wandsworth.sch.uk)

Year 2 - [class2020@st-marys-putney.wandsworth.sch.uk](mailto:class2020@st-marys-putney.wandsworth.sch.uk)

Year 3 - [class2019@st-marys-putney.wandsworth.sch.uk](mailto:class2019@st-marys-putney.wandsworth.sch.uk)

Year 4 - [class2018@st-marys-putney.wandsworth.sch.uk](mailto:class2018@st-marys-putney.wandsworth.sch.uk)

Year 5 - [class2017@st-marys-putney.wandsworth.sch.uk](mailto:class2017@st-marys-putney.wandsworth.sch.uk)

Year 6 - [class2016@st-marys-putney.wandsworth.sch.uk](mailto:class2016@st-marys-putney.wandsworth.sch.uk)

**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. The Deputy Head is usually available on the playground before or after school or phone 0208-788-9591 or email [info@st-marys-putney.wandsworth.sch.uk](mailto:info@st-marys-putney.wandsworth.sch.uk) if you wish to book an appointment. Please make sure you leave your child's name, class and contact number.**

### **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: [info@st-marys-putney.wandsworth.sch.uk](mailto:info@st-marys-putney.wandsworth.sch.uk)

### **Attendance**

If you would like to contact the school about a child's attendance, for example, to let us know they have a medical appointment, you can send a message using this email:

[attendance@st-marys-putney.wandsworth.sch.uk](mailto:attendance@st-marys-putney.wandsworth.sch.uk)

### **Parent Question Form**

If you are busy and want to ask us a question or have a general enquiry you can do so via our school website. Simply fill in the online form and submit. You will find this enquiry form here: <http://www.stmarysschoolputney.co.uk/parents-do-you-have-a-question/>

### **Contacting the Head Teacher**

Should any of the contact above prove insufficient, then you may wish to speak with the Head Teacher. Phone 0208-788-9591 or email [info@st-marys-putney.wandsworth.sch.uk](mailto:info@st-marys-putney.wandsworth.sch.uk) if you wish to book an appointment. The Head Teacher is usually in the playground 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. Put dates and information in your diary as soon as you receive it. 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.

### **Social Media**

The school actively uses two social media platforms to communicate school news and events, so please check them out and follow us:

Twitter <https://twitter.com/PutneySMPS>

Facebook <https://www.facebook.com/PutneySMPS/>

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

At the start of every academic year, you will be invited to attend a Meet the Teacher session. At the start of every half term the class teacher will produce a half termly letter outlining key information about the learning for the term ahead. 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 state maintained schools in local authority, though they may vary slightly according to the allocation of In Service Training Days (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.

## 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 [attendance@st-marys-putney.wandsworth.sch.uk](mailto:attendance@st-marys-putney.wandsworth.sch.uk). **Requests for absence for family holidays in term time will not be authorised.** Authorised absences are granted at the discretion of the Head Teacher and only in exceptional circumstances.

## Punctuality

It is a parent/carers responsibility to ensure that their child is on time for school. Lateness can be extremely distressing and disruptive for pupils. Please ensure that your child is punctual and that they are collected on time. **If you are late you will be asked to enter through the main office and your child will receive a late mark. We ask all parents to ensure that their children are collected promptly** (unless they are attending extra-curricular 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

Towards the end of your time at St. Mary's you will need to think about where your child will attend secondary school. Year Six children transfer to secondary school the September after their eleventh birthday. We will offer a Secondary School Transfer Information Meeting. Year Five parents are given information on Secondary Schools in the Summer Term in preparation for the start of Year Six. 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 individual schools directly.

For more information regarding Secondary Transfer please visit:

<https://wandsworth.gov.uk/apply-for-a-secondary-school-place/>

If you require references for independent schools, then you need to put your request in an email to the Deputy Head Teacher. Your request should be made at least two weeks before the deadline for the report and as far in advance as possible. Insufficient notice may result in us not being able to provide a reference.

## 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 and Design, 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. Parents who have concerns about this should discuss them with the Head Teacher and this will be reviewed annually.

## **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/>

## **Relationships, Sex and Health Education (RSHE)**

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

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. Time is carefully allocated to ensure that the full Curriculum is taught over a year.

Parents have the right to withdraw their children from Sex Education. Parents who have concerns about this should discuss them with the Head Teacher and this will be reviewed annually.

## **Home Learning**

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. Further information can be found in our Home Learning Policy.

## **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.

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:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> .

The school also produces an Inclusion Policy and SEND 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 Council, which comprises ten elected representatives from Year Three, Year Four, Year Five and Year Six meet every half term and then report back to their classes 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 teaching assistants and lunchtime supervisors who are there to ensure the safety of the children and at the same time encourage constructive play.

The library is open to KS2 children during most lunchtimes, offering a calm and quiet space to enjoy a good book. KS1 children are offered story telling sessions within the library led by Year Six children at different times during the week.

### **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 Sue Abraham via the Main Office.

In Year Three there are whole class recorder lessons and in Year Four whole class flute tuition - offered as part of our music curriculum.

### **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/>

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

Sales of second-hand school uniform take place regularly in the playground after school. Information of dates are promoted to parent/s via Parent Mail in advance.

### 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 Caterlink Limited. More information, is available on their website at: <http://www.caterlinkltd.co.uk/>.

Our termly school lunch menu is available to view from the start of each term 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, 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 (FSM 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

The school recognises the benefit of a well-balanced-school meal for children at lunchtime and recommends to parents that this is the best option. Should parents decide that a packed lunch is the best option for their child they are asked to follow the recommended guidelines set out by the British Nutritional Foundation. The guidelines recommend that packed lunch should only include:

A good portion of starchy food, e.g. wholegrain roll, wraps or pitta pockets, pasta or rice.

A portion of lean meat, fish, egg, pulses or other non-dairy protein.

Plenty of fruit and vegetables e.g. apple, satsuma, tomatoes, carrot sticks, small tub of salad etc.

A portion of semi-skimmed or 1% fat milk or other dairy food, e.g. reduced fat cheese, yoghurt or fromage frais

A drink e.g. fruit juice, yoghurt drink or a bottle of water

### 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 provided nearer the time.

### Snacks for morning playtime

The school understands that healthy snacks are an important part of the diet of a child and can contribute positively towards a balanced diet.

Children may bring in a healthy snack for morning break time i.e. fresh or dried fruit/vegetable sticks.

Fruit is also always available for children in the EYFS and KS1 and in addition our Nursery children are given the option to drink milk daily.

### Drinks

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

**St Mary's is a nut and sesame free school and therefore any food brought into school **MUST NOT CONTAIN** these items**

## 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.

If you are moving away or leaving the school before the end of Year Six, please let Sue Abraham know as soon as possible. Gaps in pupil numbers translate into reduced funding for the school. When you have a definite day for your child's last day - please put this in writing - this can be done via email - to Sue Abraham.

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 they wish. If you would like to make a donation, please contact 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

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.**

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

### **School Photographs**

Individual 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 June 2022.

### **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

**@PutneySMPS** - our social media handle; you can search for us online using this