



# St Mary's CE Primary School



## School Brochure

*LOVING, LEARNING, COMMUNITY*

## **Head Teacher's Welcome**

Dear Parents,

Welcome to St Mary's CE Primary School and thank you for showing an interest in our school. We are very proud of our highly successful school for many reasons. We are proud of our academic achievements and the exciting curriculum and enrichment opportunities we offer. Most of all though we are proud that our children enjoy school and are happy each day.

In this brochure you will find a wide variety of information about St Mary's Primary School. If there are any more questions you would like answered you are more than welcome to contact me by phone or email. For details of our Open Day please contact the school office on 01706 216407. You are also welcome to contact me at any time for a tour of the school and to discuss our admissions procedure.

Further information about the school can be found at [www.stmaryscep.org.uk](http://www.stmaryscep.org.uk)

Kind regards

Mr N Gurman

Headteacher

St Mary's CE Primary School

01706 216407

**head@rawtenstall-st-marys.lancs.sch.uk**



# HASLINGDEN OLD ROAD

## RAWTENSTALL

**BB4 8RZ**

**Email:** [head@rawtenstall-st-marys.lancs.sch.uk](mailto:head@rawtenstall-st-marys.lancs.sch.uk)

**Tel:** 01706 216407

**CHAIR OF GOVERNORS:** Mrs K Girling

**HEADTEACHER:** Mr N Gurman

St Mary's is a Voluntary Controlled School for boys and girls aged 4-11 years.



**LOCAL AUTHORITY:** Area Pupil Access Team  
Lancashire County Council  
Education Committee

**AREA EDUCATION OFFICE:** 44 Union Street  
Accrington  
BB5 1PL

# MISSION STATEMENT

***Based upon our belief in Jesus Christ as the Son of God and Saviour of the world, we will give all children a positive experience of Christianity and learning, whilst retaining a respect for other faiths. We will promote the spiritual, moral, cultural, mental and physical development of all pupils within a caring, loving, stimulating and nurturing environment, which is firmly based upon Christian values.***

***All children will receive a wealth of high quality educational experiences through the positive involvement of school, home and St. Mary's Church.***

## **GENERAL AIMS**

- ✓ To promote Christian values within the school and to encourage in pupils a sense of decency, commitment, self-reliance, responsibility, respect for others and a sense of self worth.
- ✓ To ensure that pupils fulfil their potential academically, spiritually, physically, morally, socially, emotionally, and aesthetically.
- ✓ To stimulate in our children a sense of curiosity and excitement about the world.
- ✓ To enlarge our children's knowledge, experience and imaginative understanding and thus their awareness of moral values.
- ✓ To deliver all aspects of the curriculum, including statutory responsibilities, providing balance and breadth, effectively and efficiently, and offering the best to achieve the best possible standard from the children.
- ✓ By presenting children with positive and realistic objectives, develop confidence and independence of thought through developing their talents and skills, so that they enter the world after formal education as an effective and responsible member of society.
- ✓ To provide a secure environment of co-operation and openness which fosters good relations towards and with parents, governors and the local community for the benefit of the children.
- ✓ To encourage the involvement of parents and the local community in the work of the school.
- ✓ To ensure all children are fully prepared for the next stage in their education.

## **Equal Opportunities**

St Mary's is firmly committed to equal opportunities. Our ethos and curriculum recognise the diversity within our school. We aim to ensure that all people are valued regardless of origin, age, disability, gender or sexual orientation.



'Firmly established Christian values influence all aspects of school life and are evident in the attitude and behaviour of adults and children.'

(National Society Statutory Inspection of Anglican Schools Report 2015)

# **ADMISSIONS**

## **ADMISSION POLICY**

An admission number is published showing the maximum number of pupils that the school will admit in the Autumn term. This is currently **30**.

## **Making an Application**

The age at which children may be admitted to the school is determined by the local authority and all the children who have attained their 4<sup>th</sup> birthday by the 31<sup>st</sup> August may be admitted to the school at the beginning of the Autumn term that year.

In order to register your request for a place in any primary school you need to visit [www.lancashire.gov.uk/media/899062/primary-information-for-parents-2017-18.pdf](http://www.lancashire.gov.uk/media/899062/primary-information-for-parents-2017-18.pdf)

Parents will be asked to state up to 3 preferences for a primary school. If the school is over-subscribed, the following criteria will be applied in this order:

1. Looked after children and those who have been previously looked after
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned
3. Children with older brothers and sisters attending the school when the younger child will start
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.

## **School Start Programme**

Prior to entering school in September parents and children will be encouraged to attend a series of induction sessions, in the Reception Classroom. This will ensure that your child gets to know the reception teacher and the nursery nurse, and most importantly, become familiar with the school so that the transition into school can be as positive as possible

Children in Reception receive Nursery Nurse support.

Bilingual support is also provided for Ethnic Minority pupils in the Reception Class

## **STAFF LIST 2018/19**

|   |   |
|---|---|
| <b>Headteacher</b>                            | <b>Mr N Gurman</b>  |
| <b>Deputy Head</b>                            | <b>Mrs A Bedlow</b>   |
| <b>Yr1 Teachers</b>                           | <b>Mrs C Cooley</b><br><b>Mrs J Kay</b>   |
| <b>Yr2 Teacher, SENDCO,<br/>KS1 Leader</b>    | <b>Mrs S Lord</b>   |
| <b>Yr3 Teacher</b>                            | <b>Mrs J Walmsley</b>   |
| <b>Yr4 Teacher and Key<br/>Stage 2 Leader</b> | <b>Mrs N Ashworth</b>   |
| <b>Yr5 Teacher</b>                            | <b>Mrs C Waite</b>  |
| <b>Yr6 Teacher,</b>                           | <b>Mr R Brearley</b>  |
| <b>PPA Teacher</b>                            | <b>Mrs A Thomas</b>   |
| <b>Higher Level Teaching<br/>Assistants</b>   | <b>Mrs D Delaney</b><br><b>Miss L Haworth</b>   |
| <b>Teaching Assistants</b>                    | <b>Mrs J Khatun</b><br><b>Mrs V Rhodes</b><br><b>Mrs R Malik</b><br><b>Mrs D Spencer-Hall</b><br><b>Mrs J Kennedy</b><br><b>Miss L Howarth</b><br><b>Mrs S Royle-Jones</b><br><b>Mrs C Hames</b><br><b>Miss V Nuttall</b><br><b>Mrs R Coleman</b> |
| <b>Welfare Staff</b>                          | <b>Mrs J Kennedy</b><br><b>Mrs R Malik</b><br><b>Mrs J Khatun</b><br><b>Miss L Howarth</b><br><b>Mrs M Travers</b><br><b>Mrs S Whitworth</b>  |
| <b>School Office Staff</b>                    | <b>Mrs H Collinge</b><br><b>Miss L Fletcher</b>   |
| <b>After School Club</b>                      | <b>Mrs B Williams</b><br><b>Mrs R Coleman</b><br><b>Mrs M Holt</b>  |
| <b>Site Supervisor</b>                        | <b>Mr C Smith</b>   |

## **THE SCHOOL DAY**

### **Bringing and collecting your child**

School begins at 8:55am. Children should not be sent to school too early, especially on winter or wet days. 8:45am is sufficiently early to be entering the playground. It is important your child should learn to be punctual. We therefore would ask that you try to get your child to school on time wherever possible.

The lunchtime break is:

Infants 11:45am to 1:00pm

Juniors 12:05pm to 1:00pm

School finishes at 3:30pm

**PLEASE NOTE THAT THE SCHOOL GATES DO NOT OPEN UNTIL 8:45am IN THE MORNING AND 3:20pm IN THE AFTERNOON. THIS IS FOR SAFEGUARDING AND SAFETY REASONS.**

|                   |                              |
|-------------------|------------------------------|
| 8:55am            | Start of school/registration |
| 9:00am            | Assemblies/Lessons           |
| 9:30am            | Lessons                      |
| 10:30am – 10:45am | Break                        |
| 10:45am           | Lessons                      |
| 11:45am – 1:00pm  | Infant Lunchtime             |
| 12:05pm – 1:00pm  | Junior Lunchtime             |
| 1:00pm            | Lessons                      |
| 2:00pm – 2:15pm   | Break                        |
| 2:15pm            | Lessons                      |
| 3:30pm            | School closes                |

### **Breakfast club**

St Mary's has a breakfast club open to all pupils from 8am each morning. The staff will provide breakfast and activities. We make a small charge of £2 per day.

### **After School club**

St Mary's also has an After School club which runs from 3.30pm to 6.00pm every day. A healthy snack is provided for all. There are many structured activities and a quiet corner for homework and reading.

**If you wish you make enquiries about securing a place in After School club please contact Mrs Croft via the school office.**

## CORE SUBJECTS

### English

The children at St Mary's CE Primary School are all taking part in English lessons which follow the guidelines laid down by the National Curriculum either at Key Stage 1 or Key Stage 2.

The English curriculum covers, through structured work and free expression, oral activities, spellings, story, punctuation, grammar, comprehension and handwriting. Poetry and drama are also of great importance in giving children an appreciation and understanding of their language.

The infants and juniors use a wide variety of reading books from a range of reading schemes. These books are graded at different levels.

The school expects parents to help their child with their reading at home.

**"Pupils are taught to take care of each other and other members of the community."  
(Ofsted Report 2015)**

### Mathematics

All year groups are being taught mathematics using the approach recommended by the National Curriculum:

- Dedicated mathematics lesson every day
- Direct teaching and interactive oral work with the whole class and groups
- An emphasis on mental calculations
- Controlled differentiation and variation, with all pupils engaged in mathematics relating to a common theme

All other subjects are taught in accordance with the National Curriculum guidelines. Each class enjoys a new topic each half term which is planned to capture their interest whilst giving them a good understanding of the key skills required across the curriculum in a wide range of subjects. These include Science, RE, PE, Art, History and Geography.

At the beginning of each term you, as a parent, will be told the Programme of Study that your child will be following. We hope that you will help your child with these areas of study.

### EXTRA-CURRICULAR ACTIVITIES

Various educational visits are organised throughout the year. Other extra-curricular activities include a variety of sports, drama and dancing.

### Visits to St Mary's Church

As a Church of England school we have very strong links with our parish church and so we visit regularly and celebrate special events together throughout the year. Rev. Casey and Rev. Barratt, from St. Mary's and Rev. Burrow from Longholme take weekly assemblies.

### Celebrations and Events in School

At St. Mary's we make every effort to ensure that our children enjoy all aspects of school life and so every year we plan to have:

- Christmas production
- Easter Competition
- Non-uniform Day
- Charity Events
- Summer Fair
- World Book Day
- Leavers' Service
- School Trips
- Residential Visits
- Pantomime
- Theatre Groups
- Emergency Services Visits



## General Information 2017-18

### St Marys CE Primary School Uniform Policy

|               | Girls  | Boys   |
|---------------|--|--|
| <b>Winter</b> | Pleated or plain grey skirt or smart grey trousers – <b>leggings are not allowed</b><br><br>Plain White Polo Shirt or White School Polo shirt with badge<br><br>Navy Blue School Sweatshirt with the St Mary's badge<br><br>Black shoes ( <b>no boots</b> )<br><br>Plain white or Grey Socks or Tights | Smart Grey Trousers<br><br>White School Polo shirt<br><br>Navy Blue School Sweatshirt with the St Mary's badge<br><br>Black shoes ( <b>no boots</b> )<br><br>Black or Grey plain Socks |
| <b>Summer</b> | Blue and White Checked dress with white socks<br><br>Grey Skirts or Smart Grey Trousers – <b>leggings are not allowed</b><br><br>White School Polo Shirt or White School Polo shirt with badge   | Smart Grey Trousers or Smart Grey Shorts<br><br>White School Polo shirt or White School Polo shirt with badge  |

#### P.E Kit must be worn for all P.E and Games lessons

| Physical Education |   |   |
|--------------------|---|---|
|                    | Navy blue shorts or tracksuit bottoms<br><br><b>Leggings are not allowed</b><br><br>White school PE top<br><br>Black school pumps | Navy blue shorts<br><br>White school PE top<br><br>Black school pumps |

St Mary's school jumpers, white polo shirts, PE tops and book bags can be purchased from Amin's on Bank Parade, Rawtenstall.

#### Swimming

Children in Year 5 and Year 6 attend compulsory swimming lessons and are taught in single sex groups. Boys must wear swimming trunks (not shorts or Bermuda type shorts) and girls must wear a one piece reasonably plain costume and swimming hat.

#### Hairstyles

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Hairstyles and haircuts which are deemed too extreme such as tramlines, stars, shaved heads (No shorter than a number 2), extreme patterns 'V' styles, Mohican cuts, or dyed, tipped or dipped hair are also forbidden. Pupils with long hair should also tie it back for safety reasons.

#### Footwear

Sensible footwear should be worn in school at all times to maintain standards of health and safety. Trainers and boots are not allowed at school.

#### Earrings

The Governors recommend, for safety reasons, that earrings should not be worn for school, but where a child already has pierced ears, only small studs are suitable. These earrings must be removed or covered by the child before he/she will be allowed to take part in any P.E, swimming or games lessons. Newly pierced ears must be covered with plasters before participation in P.E sessions. These plasters must be supplied from home. Plasters cannot be worn for swimming.

**Personal Belongings**

No other jewellery, apart from a watch, may be worn at school. Whilst all reasonable care will be taken of the children's personal property, neither the school nor local authority can take responsibility for any loss or damage. Children should not bring valuable personal items to school as we cannot be held responsible for loss or damage to such items. **Parents are asked to mark all their child's clothing and other belongings with their name.**

## **END OF KEY STAGE 2 EXAMINATION RESULTS 2016**

### **SCHOOL ACHIEVEMENTS**

St. Mary's is rightly proud of the achievements of its pupils and the commitment and motivation of the staff. The latest Ofsted Report pays tribute to the school and its achievements

### **KEY STAGE 2 RESULTS 2016/17**

#### **ATTAINMENT**

##### **Age related Expected Standard**

One measure which the DFE uses is the percentage of pupils attaining Age Related Expectations (the broad, nationally expected level for 11 year olds) or more by the end of Year 6 in Reading, Writing and Maths.

##### **KS2 Pupils Achieving the Expected Standard**

Reading: Expected 80% (national: 75%)

Writing: Expected 100% (national: 78%)

Maths: Expected 73% (national: 76%)

Grammar, Punctuation and Spelling: Expected 80% (national 78%)

Reading, Writing and Maths combined: Expected: 63% (national 64%)

##### **Achieving a High Standard**

At St Mary's CE Primary School, we pride ourselves on making sure higher attaining pupils are provided with lots of challenge.

Reading: 33% (national 28%)

Writing: 30% (national 20%)

Maths: 23% (national 24%)

Grammar, Punctuation and Spelling: 40% (national 34%)

Reading, Writing, Maths combined: 10% (national 10%)

##### **Average Scaled Score**

Reading 105 (national 105)

Maths 104 (national 104)

Grammar, Punctuation, Spelling 107 (national 106)

##### **Progress**

Many people would argue that progress is the most important measure as it truly reflects the quality of teaching and learning, regardless of pupils' starting points. Progress is typically measured from Year 2 (the end of Key Stage 1) to Year 6.

At St Marys CE Primary School data analysis shows that the children's progress is well above the national floor standards:

Reading: 0.3 (national floor standard -5)

Writing: 4.3(national floor standard -7)

Maths: 0.4 (national floor standard -5)

## **ATTENDANCE**

Parents are reminded that absence from school is damaging to a child's educational progress. We understand that when children are ill they cannot attend school, however we feel that parents and school should work together to encourage a love of school and regular attendance.

If children form good attendance habits from the outset they will enjoy coming to school and stand a much better chance of making good academic progress.

### **Absence from School**

Occasionally, because of illness, you will need to keep your child away from school. Please inform the school before 9.30am on the first day of absence regarding the reason for your child not being at school.

**Please note: If we receive no information regarding an absence this will be recorded as an unauthorised absence.**

### **Medical Appointments**

Wherever possible dental and medical appointments should be made outside school hours. If this is not possible, parents will be required to provide either a letter or an appointment card for school records.

### **Children leaving/returning to school**

If it is necessary for a child to leave school during the day parents should inform the school in advance. When the child is due to leave school they must be collected by an adult from the school office.

When a child returns to school during the school day the responsible adult must inform the school office. This information is essential in case of a fire.

### **Religious observance**

Schools must authorise absence that is due to religious observance. School will inform parents in these situations.

### **Illnesses and accidents at school**

Minor injuries will be dealt with at school. However, if your child has a more serious accident, or is taken ill, we will contact you.

Please ensure we have an up to date emergency telephone number (Your own, a relative or friend). Please note we always notify all parents about head injuries by letter.

**Please support the school attendance policy – children can only learn effectively when they attend school regularly.**

**Please be aware that an absence request in term time can only be authorised under exceptional circumstances. A family holiday will not be authorised.**

### **Pupil Medication**

The Governors wish to make the school's position clear with regard to the administration of medicines. There is no obligation by the school or any member of the school's staff to administer any medicines at all. If any member of staff agrees to provide this service it is on a voluntary basis only. The school will not administer any medicine to a pupil who is suffering from a short-term illness but parents may come into school to administer medicines themselves.

The school will, however, consider an application by parents to administer medicines, without which the pupil may not be able to attend school on a long term or permanent basis. The Head teacher will consider each application individually, with consideration being given to this principle. In the event that the school agrees to administer medicines parents will be asked to complete appropriate consent and disclaimer forms. If parents do not comply with this request, medicines will not be given by school staff.

### **Head Lice**

Wherever there are groups of children there is the opportunity for them to catch head lice from one another and St. Mary's is no different in this respect from any other school. The Governors wish to make the position of the school, with regard to head lice, clear to all parents in that the responsibility for ensuring that pupils are free from head lice remains that of parents.

Any action, which is undertaken by the school, in an effort to assist parents, is purely on a voluntary basis and the school has no obligation to take any action at all.

The Governors have agreed that if any pupil presents as having a persistent problem with regard to head lice and that they have not been treated this may cause infestation amongst other pupils. In this instance the Governors will support the head teacher in requesting that the pupil should remain at home until the appropriate treatment has been carried out and the child may only return to school once they are clear.

### **Safeguarding children**

The school wishes to work closely with parents to ensure that all our pupils are well cared for in all circumstances. The school is obliged to be vigilant in all matters relating to safeguarding children and, in accordance with Local Authority Guidelines, will immediately report all concerns relating to possible child abuse to the relevant authorities.

The school has a Child Protection and Safeguarding Policy and this can be viewed at school or via the policy section on the school website.

### **Statement for Parents on the use of Reasonable Force**

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations.

### **Parental Involvement**

At St Mary's we realise it is very important to develop strong relationships with our parents, carers and families. A strong partnership between home and school will enhance your child's education. Therefore, school is always open for parents in order to discuss any aspects of school life.

Regular newsletters inform parents/carers about school news and events. Our school website [www.stmaryscep.org.uk](http://www.stmaryscep.org.uk) is updated regularly.

### **Car Parking and Road Safety**

Road safety is a major concern in the area around our school. If you have to drive to school, please make sure that you park legally and with due consideration for our neighbours. In addition the school car park is for staff only and should NEVER be used as a place to turn around or drop children off. Please can we also remind parents not to drop children off on the zig-zag lines outside the school entrance.

### **Charging for School Activities**

Education provided at St Mary's during school hours will be free of charge. Parents, however, may be asked to make voluntary contributions for the benefit of the school or in support of any activity organised by the school.

If an activity cannot be funded without such voluntary contributions, a letter out-lining the activity will make this clear, and also the fact that the activity will not take place if parents are reluctant to support it.

## **SCHOOL DISCIPLINE**

In school, all children are expected to behave sensibly. The standard of behaviour expected, being the best attainable by the individual children.

**NO CHILD WILL BE ALLOWED TO DISRUPT LESSONS OR TO BEHAVE IN A MANNER WHICH MAY CAUSE HARM TO THEMSELVES OR OTHERS. NOR WILL ANY CHILD BE ALLOWED TO BRING THE GOOD NAME OF THE SCHOOL INTO DISREPUTE.**

Parents are encouraged and expected to support the school wholeheartedly in this area by close liaison and co-operation with the staff should a problem arise. We expect all pupils and parents to adhere to the school's behaviour policy which is available for reference on the school website.

In extreme cases the Governors may be asked to consider the exclusion from school of a pupil. Parents would be informed of their right to appeal. Good behaviour is encouraged through a wide range of whole school strategies, including Do-jo points.

### **Rewards**

- Verbal praise
- A written comment of praise
- Public praise in front of the class or school
- A visit to the Headteacher as recognition of good work and behaviour
- Award of sticker for good work or behaviour
- Award of a team point for every six stickers awarded
- A letter/certificate of achievement displayed prominently in the school. This to be drawn to the attention of parents each half term
- Use of school reports to praise work and behaviour

### **We actively discourage:**

- Running in school
- Kicking, pushing or striking other children
- Bullying or any form of harassment
- The use of offensive language
- Discrimination, in all forms

Staff are vigilant in detecting and dealing with such incidents.

**All alleged incidents of bullying and incidents of racism are recorded and investigated. The results of such investigations are reported to parents. Any cases of racist incidents are reported to the local authority.**

## **SEND PROVISION**

St Mary's welcomes all children and aims to respond appropriately to each child's background and individual needs. We ask parents to give as much notice as possible if a child has a disability, has SEN or has special abilities. This enables us to explore with parents and with any outside professionals how we can provide most effectively for that child. St. Mary's is fully committed to working with the parents of pupils with SEN. More information on what St. Mary's has to offer a child with SEN will be found on the school's website under 'Local Offer'. If the school is alerted to the fact that a child may have a difficulty in learning we will make our best endeavours to collect relevant information and plan a relevant differentiated curriculum.

### **Identification of needs**

Children's needs will normally be catered for in lessons by grouping and differentiation. However, it may be found that some children may require additional provision. These children's needs will be identified in the following ways:

- On entry from pre-school attendance records
- Baseline Assessment
- Teacher observations and continuous assessment
- End of Key Stage assessment results
- Other further formal tests as required

Once a need has been identified the matter will be referred to the SEND who will then liaise with the class teacher and arrange any further assessments or actions. Parents will be kept fully informed and will be encouraged to play a major role in this process.

### **Complaints procedure**

The complaints procedure for SEN mirrors the school's other complaints procedure.

Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the concern continues then the class teacher and SEND will meet with the parents/carers. If the concern cannot be resolved at this stage it should be brought to the attention of the Headteacher.

The school has a legal obligation to follow the National Curriculum and to provide a curriculum for Religious Education as well as providing a daily collective act of worship, which is Christian in character.

It is expected that all pupils will follow the National Curriculum and attend all collective acts of worship but if any parent has any concerns about this or wishes to temporarily withdraw their children from either of these two aspects of school life, they should, in the first instance, contact the Headteacher.

The school's Governing Body will consider any appeals made by parents who wish to withdraw their children from the National Curriculum.