

St. Mary's Catholic
Primary School



Prospectus
2023-2024

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To love God above all things by learning together, loving ourselves, loving each other, loving life itself and constantly striving for excellence worthy of our God given gifts.

Mission Statement

**TO LOVE GOD ABOVE ALL THINGS
BY
LEARNING TOGETHER
LOVING OURSELVES
LOVING EACH OTHER
LOVING ALL PEOPLE
LOVING LIFE ITSELF
AND
CONSTANTLY STRIVING FOR
EXCELLENCE
WORTHY OF OUR GOD GIVEN GIFTS.**



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A. Head Teacher's Introduction

Dear parents and carers,

I would like to take this opportunity to introduce myself as the Headteacher of St. Mary's Catholic Primary School. I am incredibly proud to be the Headteacher of a school where staff, governors and yourselves as parents, work together to ensure the best possible outcomes for the children. Those reading this prospectus may be new to our school and I would like to thank you for considering St. Mary's for your child. Many of you will have been parents here for a long time and I thank you for your continued support of the staff and school. I am passionate about working in partnership with all stakeholders to continue to enhance the learning opportunities for the children and to celebrate a culture of happiness, achievement and success.

Catholic vision and Catholic principles drive the vision of the school and our shared vision:-

For every child to receive an outstanding education,
so that they reach their full-human potential
and make a difference in our world.

May the Lord work in all of us as we begin the new academic year.

Mrs. L. Yorke
Head Teacher

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B. Governors

The Governing Body at St. Mary's Catholic Primary School comprises of a wide range of people who bring different skills and experiences to this important role. The governors are jointly responsible for the conduct of the school, ensuring that the best possible Catholic education is provided for all pupils. The Governing Body is made up of Foundation Governors, Parent Governors, Staff Governors and an L.A. Governor.

Foundation Governors are appointed for a four-year term and form the majority on a Catholic school's governing body. They are always practising Catholics and have the responsibility of representing the Church, while sustaining and developing the Catholic ethos and distinctive Catholic nature of the school in which they serve. The Parent Governor is elected by parents of pupils who are registered at the School, and must be a parent of a registered pupil at the time of election. The staff elect the Staff Governors. The L.A. Governor is nominated by the L.A.

The Governing Body meets at least once each term and is required to produce an "Annual Report to Parents".

The Governors of St. Mary's are:

Appointed Local Authority Governor: Mrs Mary Higgins (Chair)

Foundation Governor: Mrs Linda Singh (Vice Chair)

Foundation Governor: Mrs Tobeckukwu Enweluzor

Foundation Governor: Fr John Reid OSA (Parish Priest)

Foundation Governor: Mrs Louise Yorke (Headteacher)

Foundation Governor: TBC

Foundation Governor: Mrs Helen Jones

Foundation Governor: Mr David Horton

Foundation Governor: Mrs Mary Higgins

Staff Governor: Miss Roisin Ruhan

Parent Governor: Mrs Eva Falomir Montanes

Parent Governor: TBC

Clerk to Local Governing Body: Mrs Zoe Westwood

The role of the Local Governing Body can be summarised in three sections:

1. To provide a strategic view; ensuring the Catholic Life of the school, raising standards of attainment, establishing high expectations and promoting effective teaching & learning.
2. To act as a critical friend; supporting the leadership of the school.
3. To ensure accountability; monitoring the school's performance, promoting successes and challenging the leadership over areas for improvement.

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C. Staff

Head Teacher	Louise Yorke
Deputy Head Teacher	Amy Davis
Assistant Headteachers	Laura Noone Jade Preedy
Senior Leader	Rachel Jones
Class Teachers	Rachel Richards Lizzie Russell Hannah Detheridge Megan Hunt Emily Bennett Emma Busby Roisin Ruhan Laura McConnell Kiera Heath Shania Thompson Sharon James Niamh Heneghan Sylwia Snios Toni Gidley Jade Preedy Kaeleigh Tibbatts Sarah Horton Laura Noone
SENCO	Charlotte Fowler
Teaching Assistants	Natalie Campbell Jodie Pitt Kirsty Ward Alison Lawlor Janka Kopera Martine Robinson Rosie Shipman Nicola Gall Taruna Parmar Mary Ngyuen Fanny Lassey Marie Woodcock
Learning Mentor/School Counsellor	Sharon Tame
French/Art Teacher	Anne Frederique Baille
Dance Teacher	Amie Humphries
Office Manager	Roseann Shepherd
Admissions Officer	Laura Reeson
Office Admin Assistant	Katie Thomas
Business Manager	Tracy Vincent
Building Services Supervisor	Alan Reid
Cleaners	Sandra Lawrence Maggie Maguire Vuvu Zolana Maria
School Cook	Lorraine Brown

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Lunchtime Supervisors

Vicky Phillips
Vanda Goncalves Sousa
Caroline Perry
Amina Khatun
Emma Dyke
Usha Rani
Cathy McNamara
Pari Chakka
Magda Niklaszewska
Asha Lewis
Caroline Harnett
Sadia Batool
Blossom Kelly

Safeguarding Team

Louise Yorke
Amy Davis
Rachel Jones
Rachel Richards
Sharon Tame
Charlotte Fowler
Mary Higgins (Governor)

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D. About Our School

St Mary's is a junior and infant school and caters for up to 420 children aged from 4 to 11 years.

The school is housed in an attractive two storey building in the grounds of St Mary's Priory. The classrooms are very pleasantly situated, looking out over our playground. The playground and field are bordered by mature trees, which lend a rural air to the children's play. The original building was situated on Harborne High Street. The foundation stone of the school on its present site was laid on May 13th 1895. Extensions to the building were added in 1936, 1953, 1971 and 2011.

In 2011, St Mary's underwent a very significant building expansion that saw the school increase from a one form entry school to a full two form entry school.

St. Mary's is a Catholic School with Christ at the centre of all we do. It is expected that all children, parents and staff will be fully involved in this central aspect of school life. We aim to foster the development of our pupils in the faith, through example and shared values.

Parents are invited and are encouraged to attend assemblies, workshops and weekly Mass so that they can share these religious celebrations with their children. All children take part in religious education lessons and celebrations.

E. About Our Parish

St Mary's Roman Catholic Church,
Vivian Rd,
Birmingham,
West Midlands, B17 0DN
Tel: 0121 427 2538
Fax: 0121 428 3656

Parish priest: Fr John Reid

<http://www.saintmarysharborne.org.uk/>



Times of Services

Saturday Vigil: 6:00pm

Sundays: Mass at 9.30am, 11.00am and 5.00pm

F. Admissions Policy and Criteria

The admissions process for St Mary's Catholic Primary School, Harborne is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St Mary's Catholic Primary School, Harborne in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Mary's Catholic Primary School, Harborne on the application form.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living in the parish of St. Mary's, Harborne who have a brother or sister attending St Mary's Catholic Primary School, Harborne at the time of admission.
3. Baptised Catholic children living in the parish of St. Mary's, Harborne.
4. Other Baptised Catholic children who have a brother or sister attending St Mary's Catholic Primary School, Harborne at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after.
7. Non-Catholic children who are members of an Eastern Christian Church who have a brother or sister attending St Mary's Catholic Primary School, Harborne at the time of admission.
8. Non-Catholic children who have a brother or sister attending St Mary's Catholic Primary School, Harborne at the time of admission
9. Non-Catholic children who are members of an Eastern Christian Church.
10. Non-Catholic children.

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G. The School Day

The school day is organised as follows:

	R	KS1(Y1)	KS1(Y2)	KS2(Y3/Y4/5/Y6)
School starts:	08:45	08:45	08:45	08:45
1st session	09:00 – 10:00	09:00 – 10:00	09:00 – 10:00	09:00 – 10:30
		15 min break	15 min break	15 min break
2nd session	10:15 – 11:30	10:15 – 11:45	10:15 – 12:00	10:45 – 12:30
Lunchtime	11:30 – 12:30	11:45 – 12:45	12:00 – 13:00	12:30-13:30
3rd session	12:30 – 14:00	12:45 – 14:00	13:00 – 14:00	13:30 – 15:30
	15min break	15min break	15min break	
4th session	14:15-15:10	14:15 – 15:15	14:15 – 15:15	

There will be no afternoon break for KS2 children.

School finishes at 3.15pm (KS1) 3:30pm (KS2)

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H. Uniform

Boys	Girls
Royal blue v neck sweatshirt with school badge	Royal blue sweat cardigan with school badge
Gold shirt	Gold blouse
Striped school tie	Striped school tie
Grey school trousers	Grey school skirt or pinafore
Black shoes	Grey school trousers (October to February only)
	Black shoes (no ankle boots)
Summer uniform	
Gold polo shirt with school badge	Yellow gingham dress
Grey short trousers	Black shoes (no flip flops or sandals)
Black shoes	
PE/Games Uniform (unisex)	
Gold t-shirt with school badge Royal blue shorts Dark navy or black plain tracksuit bottoms Black plimsolls	
Other	
School book bag only (no rucksacks)	
No jewellery permissible other than 1 small pair of stud earrings and a watch	
Pupils will be required to remove earrings when doing PE/Games	
Pupils with long hair must have their hair tied back	
No extreme hairstyles, shaved patterns or dyed hair	
No oversized hair accessories – small bows/headbands only	
No nail varnish	

Swimming

Every child in Y2/4/6 goes swimming on a rota basis during the school year. For this they will require appropriate clothing, either trunks or a bathing costume, no bikinis are permitted. They will also require a towel, carried in a waterproof bag. All children must attend swimming lessons unless there is a genuine medical reason for not attending. In this case, a note must be provided from a doctor.

PLEASE ENSURE THAT EVERY ITEM OF CLOTHING IS CLEARLY MARKED WITH YOUR CHILD'S NAME

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I. Lost Property

Named items

Any items which are named are put in the lost property box in the staff room for the staff to redistribute to children.

Unnamed items

Any items of unnamed lost property are sent to the lost property boxes in the parent shelter. Parents are welcome to look through the lost property before/after school.

At the end of each term, if the lost property is not claimed, it will be redistributed or donated to charity.

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J. School Meals

Healthy, balanced meals are cooked and served on the school premises, incorporating a range of healthy options. Full menu details can be found on the school website.

Enquiries relating to free school meals (FSM) should be directed to Mrs Shepherd, our Office Manager.

School Dinners

KS1

Currently all children in Reception, Year One and Year Two receive a free school meal, regardless of FSM entitlement through the universal infant free school meals (UIFSM) system. The children also receive a free piece of fruit for their break time snack.

KS2

KS2 children can choose to opt in from a school dinner or bring a packed lunch. Children should also bring a piece of fruit for their snack during morning break.

Payment

All payments for school meals, school trips and other items are now taken via our online payment service – 'School Gateway'. This means that you will be able to pay for school items via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

We will notify you by letter when payments for school meals are due or when new items such as school trips are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities.

Packed Lunches

Packed lunches should not contain sweets, chocolates or nuts. This is especially important as a number of children in school suffer with nut allergies. An occasional small treat, e.g. a biscuit, is acceptable.

Drinks

All children are encouraged to bring a labelled water bottle to school, which should be taken home each evening, washed and refilled ready for the next day. Water is also available in school for all children.

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K. School Fund

Our School Fund is a vital source of income for our school. It pays for the 'extras' such as Christmas activities, theatre trips or performances as well as subsidising school trips. Contribution to this fund is entirely voluntary and we are very grateful to those parents who regularly support school in this way. Further information about School Fund is provided in your welcome pack as well as information about how contribute. If you need further information, please see Mrs Reeson in the school office.

L. Behaviour and Discipline

We encourage good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils. Our behaviour and discipline policy can be found on our school website. As a school, we are developing a range of options and rewards to reinforce and praise good behaviour, including house points, teacher rewards and the weekly Head teacher Award. We also have clear sanctions for those who do not comply with the school's behaviour policy, that are graduated and proportionate.

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M. Before/After School Clubs

During the year, we offer a range of after-school activities for different age groups. These include:



Netball



Football



Karate



Chess



Dance



Create Club

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N. Educational Visits

Educational visits are arranged during the school year to support the work that children are doing in class.

Some of these will be funded through the school budget, and some will ask for a contribution from parents or guardians.

The remission of charges is at the discretion of the Head Teacher and Governing Body.

O. Equal Opportunities

Our school mission statement underpins everything that we do in school.

The whole school community celebrates Mass together regularly, reinforcing the teachings of Jesus, who created and loves each one of us.

The Governors and staff offer equality of access across the whole range of school experiences.

The staff closely monitors the performance and progress of every child so that their needs can be met.

The school recognises and celebrates ethnic diversity within our school community.

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P. Term Dates



ST MARY'S CATHOLIC PRIMARY SCHOOL
0121 464 2141



School Dates - 2023-2024

Autumn Term	Tuesday 5 th September - Thursday 26 th October
	<i>Half-term</i>
	Monday 6 th November - Friday 22 nd December
Spring Term	Monday 8 th January - Friday 9 th February
	<i>Half-term</i>
	Monday 19 th February - Thursday 28 th March
Summer Term	Monday 15 th April - Friday 24 th May
	<i>Half-term</i>
	Monday 3 rd June - Friday 19 th July

School Closed:

- Thursday 2nd May 2024 - School closed for Elections
- Monday 6th May 2024 - Early May Bank Holiday

INSET DAYS

- Monday 4th September 2023
- Friday 27th October 2023
- Wednesday 29th November 2023
- Monday 19th February 2023
- Monday 22nd July 2024

Q. Attendance and Absence

The law requires attendance at school, and either a telephone call or a letter of explanation must support all absences. Absence from school falls into two categories:

1) AUTHORISED ABSENCE - Where the school is informed that there is a valid reason.

2) UNAUTHORISED ABSENCE - Where the school does not know the reason for absence, or when a child arrives late for school after the close of registration at 9.00am without a valid reason. Holidays, shopping days, birthdays etc are all examples of unauthorised absence.

Regular attendance is very important, as frequent absence seriously affects a child's progress.

Further information about attendance can be found in our Attendance Policy (see school website).

R. Sickness

In order to minimise the chance of your child being ill at school, and to reduce the spread of infectious disease within school, it would be helpful for you to observe the following guidelines which explain when your child should stay away from school.

If children do become ill at school, we need some information to ensure that all the children are cared for in the best way. Please ensure that the school has an up to date contact form giving details of:

- A number on which parents/nominated responsible adults may be reached during the day
- The name of your child's Doctor

Please ensure that you inform us of any change of contact details immediately.

It is important that the school is aware of any special medical needs of children, for example, allergies. The school must also be aware of the way in which the condition may appear, for example, if a child is allergic to a certain food, how the body will react if it has been taken by accident.

Please keep your child at home if he/she is unwell. Children who are unwell should not be at school. They will not be able to cope with class activities and may spread their illness to their friends.

Children should not attend school when they are suffering any of the following symptoms:

- Diarrhoea
- Vomiting
- Unusual undiagnosed spots or rashes

You should contact your family doctor for any further advice, particularly if your child's symptoms are severe or persist. Please pass on any information from your family doctor to the school. The length of time your child should stay off school depends upon the cause of their illness (there are recommended exclusion periods for particular conditions), how long your child's symptoms last for and how quickly your child recovers.

S. Medical Conditions

It is essential that you make us aware of any medical conditions that your child has that affect their day-to-day life, or any special treatment they may require because of their condition.

School staff do not administer medicines. Parents should request that GP's prescribe in such a way that avoids the need for medicines to be taken on school premises.

Further information can be found in our Medicines in School Policy (see school website).

Allergies

Please make school aware of any allergies your child has e.g. food allergies, use of an epi-pen, allergies to plasters/latex etc. It is also important that we are made aware of any difficulties that you feel your child may face in school. The school nurse will be involved in preparing a support plan for your child.

Asthma

If your child needs an inhaler it should be clearly labelled and handed in to the class teacher, along with written instructions on when it should be administered. Initially, you may need to meet with the school nurse to discuss a care plan. If children are unable to use the inhaler themselves, please see the Head Teacher to make the necessary arrangements.

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T. Complaints Procedure

In circumstances where a parent is concerned or wishes to make a complaint about an aspect of school life they should contact the Head Teacher, Miss Price, in the first instance.

If any complaint is not satisfactorily resolved, then a letter may be completed and submitted to the Chair of Governors. Copies of complaints procedures drawn up by the L.A. and the Diocesan Schools' Commission are held in school and are available to parents on request.

Further information on complaints can be found in our Complaints Procedure (see school website).

U. Walking to and from School

While there is no set age when children are ready to walk to school or home on their own, we believe that pupils in YR, 1, 2 3, 4 and 5 should be still brought to and collected from school and this is our school policy.

As regards to pupils in Year 6, we believe that you as parents need to decide whether your child is ready for the responsibility of walking to and from school alone. It is our preference that this only be allowed in the Summer term of Year 6 in preparation for the children transitioning to secondary school.

In deciding whether your child is ready to walk to school, you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways you can prepare your child to make an independent journey.

Please see our policy on the school website for further information.

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V. Curriculum

At St. Mary's Catholic Primary School, it is our intention to deliver a fully inclusive curriculum where every child makes progress across all areas of learning from their given starting points. In order to achieve this, we provide an engaging and stimulating curriculum, rooted in the Catholic values and our mission statement - "in all things - love".

Our ambitious curriculum builds on children's knowledge and skills, and promotes independence and risk-taking, so that our children realise their full human potential. Our learning is contextualised and meaningful to our children. Our teaching, across the range of subjects, allows pupils to experience well-sequenced lessons that inspire them to ask questions and want to know more. This enables pupils to reflect on previous learning, acquire new knowledge and skills; and embed these.

As a 'Building the Kingdom' school, we are encouraging our children to be ambassadors of our faith and to implement the teachings of Jesus' Gospel values and to put Catholic Social teaching in to action. In doing this, we aim to develop the leaders of tomorrow. Preparing our children to live and lead in a world that is quickly evolving, knowing that the decisions that they make will impact the future. Our children will leave St. Mary's understanding their responsibility in contributing positively to the world. Their learning and experiences throughout their time at our school will equip them with the skills and resilience needed to flourish and overcome challenges, as they move in to the next stage of their lives.

(Further information on the curriculum, including topics covered, can be found on the school website).

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W. EYFS – Reception

In the Early Years at Saint Mary's, our intent is to deliver an exciting, engaging and inclusive curriculum, rooted in our Catholic values, that is tailored to suit the individual needs of the children in our school. We work in partnership with parents to provide the best possible start at Saint Mary's, ensuring that each child reaches their full potential from their various starting points.

Our curriculum has been designed to build on the children's skills, knowledge and understanding on entry to Reception. Our learning environment enables children to be independent, to be curious, to make decisions about their learning, to take risks, to work collaboratively, to build resilience and to ask questions. We provide an engaging curriculum that maximises opportunities for meaningful cross-curricular links and learning experiences.

Our skillful adult interactions support the children to link their learning and experiences through their play from the start of Reception. With this in mind, we aim to provide an environment which nurtures, stimulates and challenges pupils. We want our pupils to be happy, confident and competent learners, who are able to communicate their needs and ideas.

Play is an essential part of children's early development. Our curriculum ensures that children have the opportunity to engage in meaningful play with their peers and EYFS staff across all areas of the EYFS framework, both indoors and outdoors. as well as promoting the unique child by offering periods of free play and child-initiated learning.

By the end of the Reception year, our intent is to ensure that all children make at least good progress from their starting points are equipped with the skills and knowledge to have a smooth transition into Year 1.

X. Special Educational Needs

Special educational needs of pupils are addressed in several ways, as appropriate for the individual child. Parents are kept fully informed of any special arrangements which could be either short or long term. Children are carefully assessed and individual plans are implemented to provide for each child's own particular needs. The school has a designated member of staff (SENCO) whose role is to monitor progress and, with the Principal, ensure that the necessary special arrangements are made for pupils with special needs. The school uses the advice and assistance of outside agencies such as the Pupil School Support Service, Educational Psychology Service, Speech and Language Therapy Service and the Behaviour Support Service.

Mrs Fowler, the SENCO, has responsibility specifically for matters relating to special needs and inclusion. She has a vital role in producing both policies and guidelines and in managing the requirements of the Code of Practice. The SENCO must also work closely with all colleagues in providing advice and support out of class, in line with new protocols for SENCOs.

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Y. Informing and Reporting to Parents

Newsletters are sent to parents from the Head Teacher each Friday, giving information about the school and school events. Parish information is often included. These are sent electronically, so please provide us with an email address in order for you to keep up to date with school news.

Verbal reports are given to parents at Parent's Evenings held in the Autumn and Spring term, and targets are discussed at this time.

At the end of the academic year, every child receives a written report giving details of their progress and achievements. Parents are given the opportunity to discuss this report.

Information is always available on our website www.stmaryrc.bham.sch.uk. This includes information about day-to-day school life as well as curriculum information and individual class learning information.

We also make use of a text-messaging service, which enables us to communicate urgent messages to parents and carers. It is important that you keep your contact numbers up-to-date so that we can always contact you in this way.

Parents can also follow us on twitter: **@StMaryB17** for daily updates of learning and to see children's experiences across the school.



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To Help Your Child Have a Happy Day in School...

... Please make sure that your child is in school by 8.45am. The gate is opened at 8.30am and a senior member of staff is there to meet and greet the pupils and note any concerns or messages that parents wish to pass on.

... Please make sure that your child has brought his/her reading book and homework to school.

... Please make sure that your child has the appropriate clothing for the day (i.e. school uniform, P.E. kit, swimming kit...)

... Please ensure that your child does not wear jewellery (this is for reasons of health & safety).

... Please ensure that your child does not bring any toys or electronic equipment (mobile phones, iPods, games etc) to school.

... Please make sure that your child and your child's teacher know who is collecting him/her at the end of the day.

... Please meet your child promptly at their dismissal time (YR - 3.10pm, Y1&Y2 - 3.15pm, Siblings - 3.20pm or Y5&Y6- 3.30pm).