



Saint Mary's Catholic Primary Voluntary Academy



Parent Handbook
taking you step-by-step
through starting our school



Thank you for choosing Saint Mary's Catholic Primary Voluntary Academy

Catherine McHale, Headteacher, says...

A very warm welcome to Saint Mary's Catholic Primary Voluntary Academy. It's great news that your son or daughter is starting at our school, thank you for selecting us!

We want to share with you a little information about Saint Mary's so that when you join, you know what happens in our academy. Both the staff and I look forward to getting to know you and your child and to do this, we need some information from you too. Please read this booklet, complete the attached forms and return them to the office so that we have all the important information we need to take great care of your child.

We look forward to developing a good home/school relationship and to making your child's time with us a happy and productive one.

Forms to complete

The forms that we need you to complete are on pages 3-9. Once completed, cut the forms out and hand them either to your child's teacher or to the school office.

Answering your questions

We look forward to working in partnership with you. On page 11 is Key Information about our Academy, and pages 12-13 are answers to Frequently Asked Questions. If you have any questions or concerns about your child settling in or if there is something you would like to ask and we haven't covered it here, please contact the school office on 01472 357982 or e-mail office@smp.nelcmail.co.uk and we will be more than happy to help!

Policies and term dates

On page 15 are details of some important policies you need to know about and page 15 also has term dates for the new school year.

Step 1

Step 1: The Application Form / Personal Details SAINT MARY'S CATHOLIC PRIMARY ACADEMY

Please complete an application form for all children who wish to apply for a place in our academy. Please note that if your child is accepted into the Nursery, it does not guarantee a place in the academy. Children will need to apply for a Reception class place through the Local Authority Admissions process.

Surname:	Legal Name:
First Name:	Preferred name:
Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	Birth Certificate copied: <input type="checkbox"/>
Address:	
Post Code:	
Is your child Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> No Mother Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> No Father Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your child been Baptised? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of Baptism is required)	
Name of Parish and Date of Baptism	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Do you belong to any other religious denomination? (Please state)	
Parent(s) / Legal guardian with whom the child lives	
Name: <input type="text"/> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship to child: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship to child: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Home address:	Home address:
Postcode:	Postcode:
Home phone number:	Home phone number:
Mobile (for text messages):	Mobile (for text messages):
Email address:	Email address:
Other people with parental/carer responsibility	
Name: <input type="text"/> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Please state your relationship to child:	Please state your relationship to child:
Home address:	Home address:
Postcode:	Postcode:
Home phone number:	Home phone number:
Mobile (for text messages):	Mobile (for text messages):
Email address:	Email address:
Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)	
Signature: (parent/carer):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here

Name of child:

Emergency Contact details

Contact 1

Forename:

Surname:

Relationship to child:

Home phone number:

Work telephone number:

Mobile (for text messages):

Contact 2

Forename:

Surname:

Relationship to child:

Home phone number:

Work telephone number:

Mobile (for text messages):

Contact 3

Forename:

Surname:

Relationship to child:

Home phone number:

Work telephone number:

Mobile (for text messages):

Contact 4

Forename:

Surname:

Relationship to child:

Home phone number:

Work telephone number:

Mobile (for text messages):

Names of siblings in school

Forename:

Surname:

Forename:

Surname:

Forename:

Surname:

Forename:

Surname:

Date of birth:

Date of birth:

Date of birth:

Date of birth:

Date of birth:

Date of birth:

Year:

Year:

Year:

Year:

Year:

Year:

Name of previous school or playgroup attended:

Phone number:

Date from:

Date to:

Signed (parent/carer):

Date:

Step 2

Step 3

Step 3: The Application Form / Ethnic Background
SAINT MARY’S CATHOLIC PRIMARY ACADEMY

Name of child:

Data Protection Act 1998

The Academy is registered under the Data Protection Act for holding personal data. The Academy has a duty to protect this information and keep it up to date. The Academy is required to share some of the data with the Local Education Authority and with the DfE.

Ethnic background

Ethnic origin:

Home language:

Religion:

Born in the UK:

Does your child speak any other languages? If so, please state.

Please tick the box to indicate your child’s ethnic background. The list is divided into groups to make it easier to find the category.

ASIAN ETHNICITY

African Asian

Bangladeshi

Indian

Kashmiri Other

Kashmiri

Kashmiri Pakistani

Mirpuri Pakistani

Nepali

Other Pakistani

Other Asian

Sri Lankan Tamil

Sinhalese

MIXED ETHNICITY

Asian/Black

Asian/Chinese

Asian/Other

Black/Chinese

Black/Other

Chinese/Other

Other mixed background

White/Indian

White/Any other Asian

White/Pakistani

White/Black African

White/Black Caribbean

White/Chinese

White/Any other

WHITE ETHNICITY

Albanian

Bosnian-Herzegovinian

Croatian

Cornish

White Eastern European

English

White European

Greek Cypriot

Greek

Irish

Traveller/Irish Heritage

Italian

Kosovan

Other White

Other White British

Portuguese

Gypsy/Roma

Scottish

Serbian

Turkish Cypriot

Turkish

Welsh

White Western European

BLACK ETHNICITY

Angolan

Other Black African

Congolese

Black Caribbean

Black European

Ghanaian

Black North American

Nigerian

Other Black background

Sierra Leonian

Somali

Sudanese

OTHER ETHNICITY

Afghanistani

Arab

Egyptian

Filipino

Iranian

Iraqi

Japanese

Korean

Kurdish

Latin American

Lebanese

Libyan

Malay

Moroccan

Other Ethnic Group

Polynesian

Thai

Vietnamese

Yemeni

I do not wish an ethnic category to be recorded (Refused)

Please tear here

4

5

Step 4

Name of child:
Special Needs
Does your child have any special educational needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state what this is:
If your child has an identified special need, please make an appointment to speak with our Special Needs Coordinator.
School Meals
<input type="checkbox"/> Packed lunch <input type="checkbox"/> Paid school meal <input type="checkbox"/> Free school meal
Please list any special dietary needs (including allergies):
Are you entitled to claim free school meals for your child? <input type="checkbox"/> Yes <input type="checkbox"/> No
Having free school meals entitles your child to receive additional support in school. If you would like to make a claim for free school meals, please contact the office for more details and an application form.
Transport
Travel to the Academy: <input type="checkbox"/> Car <input type="checkbox"/> Walk <input type="checkbox"/> Public transport <input type="checkbox"/> Other
Signed (parent/carer):
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>



Step 5

Name of child:	
Medical information	
Does your child wear glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any hearing problems? <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details.
Please list any medical information we should be aware of e.g. Eczema, Asthma etc.	
Does your child receive (or have they previously received) support from any agency / service? Please give details.	
Please list any clinics your child has attended since the age of 3 and for what reason:	
Does your child have any other allergies? E.g. Nuts, bee stings Please give details.	
If yes, do they have prescribed medication or course of action, e.g. epi pen, go to hospital etc. Please give details.	
Can we apply plasters to your child if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Doctor:	Phone number:
Surgery Address:	
I give permission for a member of the Academy staff to accompany my child to the local hospital if the Academy is unable to contact any of the adults named as an emergency contact.	
<i>If there are any changes in your child's medical condition, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.</i>	
Signed (parent/carer):	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	

GOLDEN RULES

Respect everyone

Listen to one another

Be honest

Work hard and be the best you can be

Step 6

NAME OF CHILD: CLASS:

Academy Visits

During the academy year your child may have the opportunity to go on various visits within the North East Lincolnshire area. These visits will take place during academy hours and may include visits to other schools/academies, the Auditorium, or other local attractions. Your child could take part in sporting or art activities, music events or watching plays. If you would like your child to take part in these visits we need your permission, so rather than sending consent forms each time an activity takes place, we are asking that you sign the form below to give your permission for your child to take part in any activity which is planned for their class during the time your child attends this academy. We will inform you of each visit before they take place and if you have any objections to your child taking part then you can let the academy know in writing. Any visits outside N E Lincs or out of academy hours are not included in this letter and more information will be given nearer the dates of such visits.

I give my permission for my child to take part in school visits which take place during academy hours and within N E Lincolnshire during the time my child attends Saint Mary's Catholic Primary Academy.

I agree ☐ Yes ☐ No

Parent's Consent for Internet Access - e-Safety Rules

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will ask permission from a member of staff before using the Internet.
- I will not access other people's files.
- I will use the computers only for school work and homework.
- I will not bring memory sticks into school unless I have permission.
- I will only e-mail people I know, or people who my teacher has approved.
- The messages I send will be polite and sensible.
- I will not give my home address or phone number, or arrange to meet anyone.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or if I receive messages I do not like.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

I have read and understood the academy e-safety rules and give permission for my son / daughter to access the Internet. I understand that the academy will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I agree ☐ Yes ☐ No

Photograph Permission

At various times in the academy year we have special events and visitors. Often press are invited to come to report and take photographs. We also have an academy website which we hope you will find useful to keep up to date. We would like to publish events and work the children have done on the website. This might include photographs of the children taking part in these events. No names of children will be published on the website unless they are mentioned in the academy newsletter. Names could be published in media coverage. We need your permission for photographs of your child to be used for the reasons stated above.

I agree to photographs of my child being published on the academy website and to my child being photographed or named in media coverage of the academy events.

I agree ☐ Yes ☐ No

Food Tasting Permission

At various times during the school year the children have the opportunity to taste different foods. For this we need to know if your child has any allergies to any food. It is important to inform the academy if this information changes.

I agree to my child taking part in food tasting activities.

I agree ☐ Yes ☐ No

My child has an allergy to

Signed (parent/carer):	Date: / /
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Please tear here

NAME OF CHILD:

CLASS:

The School agrees :

- To ensure your child achieves his/her potential as a valued member of their school community.
- To provide a balanced curriculum and meet the individual needs of your child.
- To work relentlessly to achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- To offer the child an environment where they feel happy, safe and valued, and can learn in a calm, peaceful atmosphere.
- To contact parents if there is a problem with attendance, punctuality or equipment.
- To identify special needs quickly and provide appropriate support for children with learning difficulties.
- To provide information about children’s attainment and provide opportunities to discuss progress and achievements made.
- To set regular homework that will consolidate and extend your child’s learning.
- To encourage children to take care of their surroundings and others around them.
- To encourage children to do their best at all times.
- To inform parents about any concerns or problems that affect their child’s work or behaviour.
- To deal with complaints sensitively and appropriately once being brought to the attention of the school.
- To inform parents about school activities through regular letters home, newsletters and notices.

Signed Head of Academy:	Date: [] [] / [] [] / [] [] [] []
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The Parents/Guardians agrees:

- To make sure that my child attends the academy regularly, properly equipped and on time.
- To contact the academy if my child is absent for any reason (by telephone or note).
- To inform the academy about any concerns or problems that may affect my child’s work or behaviour.
- To support the academy’s policies and guidelines for behaviour.
- To support my child in homework and other opportunities for home learning.
- To attend assemblies, parent consultation evenings and discussions about my child’s progress.
- To ensure my child wears the correct school uniform and follows the school rules regarding jewellery etc. (uniform policy available on request).
- To ensure my child respects all adults in the academy.

Signed Parent/Guardian:	Date: [] [] / [] [] / [] [] [] []
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Please print name

(KEYSTAGE 2 ONLY) The Pupil - I shall try to:

- Keep the academy rules at all times.
- Attend the academy regularly and on time.
- Bring all the equipment I need every day.
- Wear the academy uniform and be tidy in appearance.
- Complete all my class work and homework as well as I can.
- Be polite, thoughtful, helpful and respectful to others.
- Keep the academy tidy and look after other people’s property and equipment.

Signed Pupil:	Date: [] [] / [] [] / [] [] [] []
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Key information

What are our school times?

Foundation (R)

- Morning Session: 9.00am to 11.40am
- Afternoon Session: 12.40pm to 3.00pm

Foundation (N)

- Morning Session: 8.50amto 11.50am
- Afternoon Session: 12.00pm to 3.00pm

Key Stage 1

Year 1

- Morning Session: 9.00am to 11.45am
- Afternoon Session: 12.45pm to 3.10pm
- Playtime: 10.30am to 10.45am

Year 2

- Morning Session: 9.00am to 12.00pm
- Afternoon Session: 1.00pm to 3.10pm
- Playtime: 10.30am to 10.45am

Key Stage 2

Morning Session: 9.00am to 12.15pm
Afternoon Session: 1.00pm to 3.10pm
Playtime: 11.00am to 11.15am

Breakfast/Homework Club

The school’s Breakfast Club takes place every morning from 8.00am to 9.00am. There is a small charge of £1.00 per day. If you would like your child to have a place at Breakfast Club please contact the school office.

Arrivals and departures

Arriving at school on time is an essential part to good attendance. School starts at 9.00am but doors are open at 8:50am. Children are encouraged to come into school to hang up their coat and be ready to start learning at 9:00am. A staff member will be on the playground from 8.30am to supervise children and their siblings on the playground equipment.

Late arrivals

We strongly encourage parents to ensure their children arrive at school on time. Arriving late not only disrupts your child’s learning but that of the other children in their class. Being late by five minutes may not seem like much, but arriving five minutes late every day adds up to over three days lost each year. A child arriving after 9.00am is marked in the register as late and lateness is monitored.

Collecting your children

In EYFS at the end of the day, the doors to the unit are opened and parents come inside to collect their children from either

the Nursery class or the Reception class.

In Year 1 parents will collect their children from the external classroom door and in Year 2 children are collected from the KS1 entrance. Children should only be collected by a named person, and any changes to this must be put in writing.

In KS2, teachers bring children to the main playground and will ensure children leave with their respective adults. Any children not collected are brought back inside to wait at the office where a phone call is made to their parents. The main gates are opened at 3pm and parents may wait in the playground to collect their children. If any year 6 children are to walk home unaccompanied, this permission must be sought from the head teacher in writing.

We ask that no animals are brought onto the school site and that parents please refrain from smoking or bad language. The playground equipment is supervised by a member of staff from 3:10 – 3:30pm again so that siblings can play on the equipment.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel a pride in being part of the school community. We ask that all clothing (including PE kit) has your child’s name written clearly on it. This is to ensure that any mislaid items can be returned.

School uniform details:

Girls

- Navy/grey/black dress or smart trousers
- White polo shirt with school logo / white blouse
- School sweatshirt/cardigan
- Black sensible shoes

Boys

- Grey/black trousers
- White polo shirt with school logo / white shirt
- School sweatshirt
- Black sensible shoes

P.E.

- White T-shirt
- Black shorts
- Black jogging bottoms
- Navy sweatshirt
- Plain black plimsolls or trainers

Food in school

School meals

Hot school meals are available in school at a cost of £2 per day. These are freshly cooked at the Holy Family Catholic Academy site and include a choice of a main meal, a vegetarian main meal, a jacket potato option plus 3 choices of sandwiches each day. School dinners need to be ordered and paid for the week before they are to be taken. If parents do not choose this option, children are also able to bring a packed lunch to school. We encourage children to bring a healthy, balanced lunch and do not allow fizzy drinks, chocolate or sweets at lunchtime.

Free school meals

Children from low-income families and those on certain benefits may be entitled to a free school dinner; please speak to the school office staff for further details. This will also give you access to free breakfast club, free after school activities, support for trips and school uniform.

All children in foundation stage and key stage one are entitled to a free school meal and we strongly recommend that you encourage your child to take up this free meal. However, if you think your child is entitled to free school meals under the current criteria, it is important that you still register when your child starts school, as you will not have to then re-register each year. This releases additional funding called the “Pupil Premium” and this funding is used to provide additional educational support for your child in school. If you are unsure about what you are entitled to apply for, please ask for advice and the office staff will be happy to help.

Healthy snacks and drinks

All children are provided with a water bottle to use in school. This is filled with fresh water each day, labelled with the child’s name and kept in the classroom for children to have at breaks, lunchtime and during lessons at the teacher’s discretion. Fresh fruit is available for children throughout EYFS and KS1 to eat at break times. Children are not allowed to bring sweets, crisps or other snacks to school for break times. Those children who are entitled to free school meals will also be entitled to milk free of charge. However, milk is available for all children at a small charge and details of how to book this will be provided by the office staff.

Here are our answers to the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

There are strict laws covering a parent's responsibility to ensure their child attends school regularly. Every school is required to set a minimum attendance target and monitor every child's attendance. At Saint Mary's Catholic Primary Voluntary Academy our target is 96%. The good news is our attendance has improved but we still have some way to go to achieve our target. 96% may appear high but in real terms it means that those children who do not achieve it will have missed more than 10 days a year from school. Over a child's primary school career this equates to 70 days or 14 weeks missed, which is a lot of lost learning. Our Learning Mentor will support families to help improve attendance and punctuality.

Education Welfare Officer (EWO)

We continue to work with Liz Lowther, our EWO, to help support parents and achieve good attendance. A copy of the school's power point presentation about the importance of good attendance is available on the school website, along with some helpful hints for parents. If your child is too ill to attend school please telephone school by 9.00am on the first day of absence to advise us of the reason for their absence. If your child is regularly ill we may ask you to meet with our Attendance Officer to support you in overcoming the reasons for their absence.

Medical appointments

We advise that children don't miss school for routine dental and medical appointments. Where possible, please make appointments after school or in the 13 weeks of school holidays. If this isn't possible please bring your child to school to register them for their mark and then take them for their appointment and return them to school again afterwards.

Illness

If your child is unwell at home with sickness or diarrhoea either on the morning of school or the previous evening, we ask that you do not send them to school for 24 hours after the last episode. We understand that this can be difficult if you work, but preventing the spread of illness is our main priority.

Holidays

In September 2013 the Government released new legislation preventing Headteachers from authorising term time holidays. There are 175 non-school days per year and for this reason Headteachers can only approve term time leave of absence in exceptional circumstances. Any time off school will need to be authorised by the Headteacher. If you do have an exceptional reason for missing school please request a leave of absence form from the school office and return it to us as soon as possible. All absences that have not been agreed with the Headteacher will be classed as unauthorized absences and may be subject to a fine.

Clubs and activities

We provide a wide range of lunchtime and afterschool clubs each term. Afterschool clubs run from 3.15pm to 4.15pm and cost £2.00 per week each. These should be paid on a Monday. Children will not be allowed to attend clubs if payments are not made on time or they are not collected on time. Attendance at the club is dependent upon good behaviour. The clubs on offer vary each term but often include:

- Homework Club
- Glee Club
- Athletics
- Drama
- Sewing
- Jewellery
- Lazy Town Keep Fit
- Arts and Craft
- Martial Arts
- Computer Club
- Dodge Ball
- Cookery
- And a variety of sports including football, rugby, basketball and rounders depending on the time of year.

Seek permission

If we are playing a sport at another venue after school we will arrange transport – it may involve children using a taxi or sharing lifts in other parents' car but we will always inform you of the arrangements in advance. We will ensure that children are brought back to school and it is the parents' responsibility to ensure that appropriate arrangements are made to then collect the child from school.

School uniform

We ask that parents support us in ensuring children wear the correct school uniform. For safety reasons children are not allowed to wear jewellery or hard hair ornaments in school. If children wish to have their ears pierced, we ask that this is done at the start of the summer holiday so that ears have a time to heal before the new school year starts. Nail polish should not be worn and we ask that children do not have extreme hair cuts (including having patterns cut in).

Collective worship

Each school day begins and ends with prayer time in the children's own class. On Mondays and Wednesdays there is a whole school assembly, on Tuesday there is an act of worship in class, on Thursday there is a house assembly or hymn singing and on Friday there is a 'Good Work' assembly.



Homework

All pupils receive regular homework to help reinforce work completed at school. This also enables parents to have an input into their child's education and it also helps prepare children for secondary school. We consider it to be very important and ask your help to ensure it takes place.



Key Skills homework

The homework you can expect your child to have includes reading to a parent (preferably each night but at least 3 times per week), practising spellings and tables (if applicable), and a weekly task which could include an educational game online, a worksheet or an open-ended task. This may increase at certain times eg. if your child finds a concept difficult and needs extra practice at home or in the run up to national curriculum tests. All children are encouraged to read at home to/with an adult as often as possible and this should be recorded in a reading journal and returned to school.

Prizes and books

As children read more at home, they could earn prizes from penny sweets to book tokens. Younger children and those who are less able readers will be given a school reading scheme book; more able readers and older children will be encouraged to read a book of their choice either from home or from those available in school. If you have any concerns about homework, please speak to the class teacher.

Special Educational Needs

We are committed to a broad and balanced curriculum for all our pupils. Our Special Needs Coordinator ensures that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions, but only with prior consent from parents. For more details please see the web site.

Access

Children with a physical disability are fully supported in accessing all parts of the school.

Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Playground Buddies

The Playground Buddy system is run by children in Year 5 and operates on a rota basis. Children use zones in the playground to set up different play activities on different days. They are also there to help other children who have no one to play with or are feeling sad or upset. Playground buddies can easily be identified by the red caps that they wear.



Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. We always try to keep costs to a minimum but if this causes difficulties please contact the school; we would not want to deprive any child of an educational visit due to finances.

Emergency arrangements

As many teaching staff do not live near the school, it is possible that when road conditions are difficult they may be unable to reach school on time. If there is bad weather, please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them. Announcements will be made on the school website, via a text to parents and on local radio.

Medicine in school

For any medication to be administered in school, a consent form must be completed and signed by the parents and head of academy with the instructions for use. Please obtain a consent form from the school office. All medication is kept in the school office with the exception of inhalers which are kept in the classroom. Inhalers must be labelled. Any use of an inhaler administered by a child will be recorded. Staff will check inhalers every term to make sure they are still in date.

Working with parents

Parental involvement

Good communication between parents and the school is vitally important and we continually strive to improve this. If parents have any concerns we encourage them to make arrangements to see their child's class teacher, preferably at the end of the day. If this is not possible, please call the office to arrange a convenient time. If you are not happy with the teacher's response, please ask to see a senior member of staff.

Collecting your child from school provides a good opportunity for parents to speak to teachers. The teachers can also talk to parents and mention anything of note that has happened during the day. Children will often wear a sticker to show what they have achieved during the day. Any letters from school will be put in the children's school bags. Urgent or important messages will be sent by text to parents on the mobile number provided to us.

If you have a more general enquiry, the school office staff may be able to help you so please do not hesitate to call.

Voluntary helpers

We place a high value on reading and would be very pleased to welcome any volunteers to hear children read in a morning or an afternoon, to suit your other commitments. This is a brilliant opportunity to enable children to have plenty of reading practice and would be very much appreciated.

Friends of Saint Mary's

The Friends of Saint Mary's consists of a group of people keen to get involved in the life of the school by helping to organise social events, raise money for school projects and develop community relationships. Anyone who has an interest in the school and its future can join, not just parents. Everyone will be made very welcome and we are keen to tap into your many interests and talents to support our school. This is a great way to meet other people as well as feeling that you belong to our school community.

Assemblies

Parents and relatives are welcome and encouraged to attend our regular assemblies. Information and dates are published in the Academy newsletter.

Governors

Governors play a vital role in driving up standards and ensuring that resources are well used to give every child the best possible education. The position of school Governor is a voluntary position which involves meeting a minimum of six evenings each school year, along with visits to the school during school hours. If it is something you might be interested in, we are happy to provide you with detailed information to help you decide. Please contact the school office for further information.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and the Headteacher are asked to sign a Home School Agreement that outlines the intentions of how all three parties will endeavour to support your child whilst at the school.

Child Agreement

In addition to the Home School Agreement, each class has displayed in their classroom a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

School Nurse

Stephanie Harris, our School Nurse, is keen to support parents and offers open door drop in clinics at school to offer advice on any health concerns that parents/carers may have. Information on these clinics can be obtained from the school office, or in the monthly newsletters.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that we have a current phone number of where we can contact you; this may be a work number or home number as well as an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible. It is also very important that you notify us should you change address.

Texting parents

We have a texting service in school, which makes it really easy to contact parents quickly. To do this, we request that new parents provide us with their mobile numbers as soon as possible. However for this to work efficiently, parents need to remember to notify the school office if their telephone number changes.



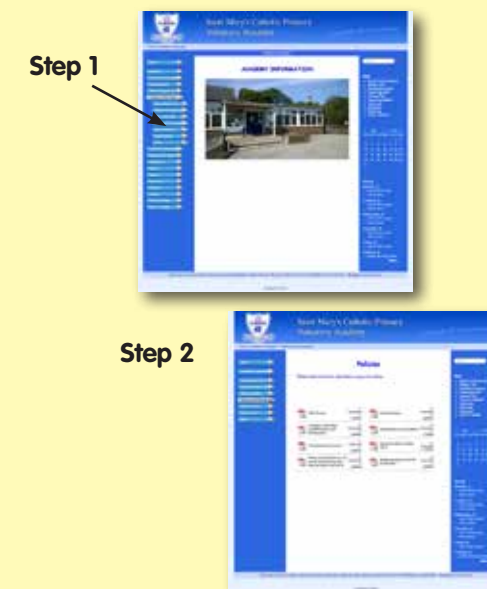
Why do we need policies?

For a school to offer high quality education and care, it is important to have policies to help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

At Saint Mary's Catholic Primary Voluntary Academy we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability and so policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, so they know how a school operates before deciding to take up a place at the school. Many of the most used policies

are available on the school website (<http://www.st-marys-pri.ne-lincs.sch.uk>) but others can be provided on request.



Key policies

Some of our key policies are:

- SEN Policy
- Charges, Voluntary Contributions and Remissions
- Complaints Procedure
- Parental use of Social Networking and Internet Sites
- Anti-bullying
- Behaviour and Discipline
- School Uniform

Term dates 2015-2016

Autumn term

Tuesday, 3rd September 2015 to Friday, 18th December 2015

Half term: Monday, 26th October 2015 to Friday, 30th October 2015

Spring term

Tuesday, 5th January 2016 to Thursday, 24th March 2016

Half term: Monday, 15th February 2016 to Friday, 19th February 2016

Summer term

Tuesday, 12th April 2016 to Thursday, 21st July 2016

Half term: Tuesday, 31st May to Friday, 3rd June 2016

There will also be two further staff training days and notice of these will be sent out in advance.





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