



Parent Handbook

Taking you step-by-step
through starting school



Promoting Educational Achievement within a Christian Environment



Amanda McGarrigle,
Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01522 788395 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about... and page 15 has term dates.

Welcome

Welcome to St Mary’s CE VA Primary School and I look forward to getting to know you and your child

Step 1

STEP 1: PUPIL ADMISSION FORM
St Mary’s CE VA Primary School

YEAR GROUP IN YEAR CASUAL ADMISSION FORM (IYCAF)



IYCAF PUPIL ID Please fill in all the details and return this form directly to the school
Please complete in BLOCK CAPITALS and tick the relevant boxes

CHILD’S DETAILS

Forename Surname

Date of Birth Male/Female

Address This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.

Postcode

Current School (If applicable) LA DFE SCHOOL NAME POSTCODE

DOES YOUR CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS? YES NO

IS YOUR CHILD A LOOKED AFTER CHILD OR ADOPTED? YES NO

PARENT/CARER DETAILS

Title Forename Surname

Relationship to child Email Address

Phone numbers 1 2

Are you a Crown Servant? YES NO

If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and confirming your relocation address to the school.

*Please see back of application for declaration statement before signing

Signature Date

SCHOOL USE ONLY

Date received DD MM YEAR

LA DFE SCHOOL NAME

Please complete all applicable boxes to inform the LA of the outcome of this application

PLACE OFFERED	PLACE NOT OFFERED
OFFERED DATE	WAS A PLACE AVAILABLE YES/NO
ACCEPTED DATE	WAS THE CHILD ELIGIBLE YES/NO
REFUSED DATE	HAVE THEY JOINED YES/NO
WITHDRAWN DATE	THE WAITING LIST?

Please wait until full outcome of application is known before returning to the In Years Admissions Team.
Admissions, Room 2.24, Sessions House, Maidstone Kent ME14 1XQ
Email: kentinyearadmissions@kent.gov.uk | Fax: 03000 422860

Please tear here

IN YEAR CASUAL ADMISSION FORM (IYCAF)

PLEASE READ THIS GUIDANCE CAREFULLY BEFORE COMPLETING YOUR IN YEAR CASUAL ADMISSIONS FORM (IYCAF)

If you live in Kent and wish to apply for a place at a Kent school in your child’s current year group, you should complete this form and send it to the school(s) you are applying for. You should complete a separate form for each child and for each school you are applying for. Information about Kent schools that are near to you can be found at kent.gov.uk/findschools. You may be asked to complete a Supplementary Information Form (SIF) to provide the school with additional information so the school can rank your child according to its oversubscription criteria if more children apply than there are places available. If you are applying for a place at a Grammar School, the school will get in touch with you about any testing arrangements.

If you are applying for a place at a school outside Kent, or you live outside Kent and want a place at a Kent school, please contact the Admissions Team on the number below for advice.

If the school has a place your child is eligible for and no other child has a higher priority, the school must offer it to you (unless your child has been permanently excluded from more than 2 schools; please contact the Admissions Team if this applies to you).

If your child is turned down for a place at the school(s) you apply for, you have the legal right to appeal against the refusal of a place. Appeals should be made in writing to the school’s admission authority. You can also request to join the school’s waiting list if they have one. The school will let you know how to make an appeal or join the waiting list when they tell you the outcome of your application. You can find more information about appealing at kent.gov.uk/schooladmissions.

The school must provide you with a formal offer or refusal letter. You may wish to keep notes of dates and times of conversations as well as names of contacts at the school. Under normal circumstances, a school should inform you of the outcome of your application within 5 school days.

If you have approached schools and are having trouble finding a place you can contact the Admissions Team on the number below, and we will let you know where there are currently places available.

DECLARATION STATEMENT

*All information given in this application is, to the best of my knowledge, true and correct. I understand that if, at a later date, any of the information is found to be incorrect I may lose any place allocated to my child.

I give permission to the School to process all the information given in accordance with the Admissions Criteria and processes and to share this information with the Local Authority.

FURTHER INFORMATION

Email – kentinyearadmissions@kent.gov.uk
Phone – 03000 41 21 21
Web – kent.gov.uk/primaryadmissions

Step 1

Step 2

Please give your child’s details:

Surname:	Forename(s):

Date of birth:	Home Telephone No:
/ /	

Address of Child’s Residence:
Post Code:

Please give contact details of person(s) with parental responsibility:

1. Name:
Contact Tel No:

2. Name:
Contact Tel No:

Please take this form to be completed by your Minister if applying under the faith criteria.

I can confirm that the above named child is baptised: ☐ YES ☐ NO

I can confirm that at least one of the parents / guardians of the above named child has attended church at least once a month for the last twelve months: ☐ YES ☐ NO

Signature:

Print:

Church:

Address:
Post Code:

The information on this form is correct to the best of my / our knowledge and belief:

Signed (Parent / Guardian): _____ Date _____ / _____ / _____

Signed (Parent / Guardian): _____ Date _____ / _____ / _____

Please tear here

Child’s Name:		
Address:		
Telephone:	Home:	Mobile:
Emergency Contact Details 1st Contact:		
Name:		
Address:		
Phone number(s):		
Relationship to child:		
Emergency Contact Details 2nd Contact:		
Name:		
Address:		
Phone number(s):		
Relationship to child:		
Emergency Contact Details 3rd Contact:		
Name:		
Address:		
Phone number(s):		
Relationship to child:		
Doctor’s Name & Surgery:		
Doctor’s Phone Number:		
Allergies / Medical Conditions:		
Religion:		
Ethnicity:		
Home Language:		
<input type="checkbox"/> English - *If other please state:		
Meals: * Please tick where necessary		
<input type="checkbox"/> *Free Meals - NB You will need to complete an online application form for free meals		
<input type="checkbox"/> *Packed Lunch		
<input type="checkbox"/> *School Dinner		

Step 3

Step 4

Dear Parents/Guardians

Re: Local Outings

The school would like your permission to occasionally take your child out of school on a local visit. These places would be within walking distance, e.g. the church, local shops, library or the park. The children will of course always be given adequate supervision.

Teachers like to make visits to local places in connection with classroom work, but we would not want to take your child out of class without your permission. If you would like your child to participate in these outings, please sign the form below and return it to school. Please note that without your consent, your child will be unable to participate in local visits.

Yours sincerely

Amanda McGarrigle

Mrs A McGarrigle
Headteacher

To: Miss Sepet
Re: Local Outings

I *give / do not give permission for my child to be taken out of school to visit places within walking distance of the school. I understand that adequate adult supervision will be provided.

(*please delete as required)

Child's Name:	Date of birth:
	/ /
Signed: Parent/Guardian	
Date:	/ /

Please note that this permission slip will remain valid for the whole time your child is at St Mary’s Primary School unless you rescind your consent in writing to the school.

Please tear here

Occasionally, we may take photographs or video images of the children at our school, which are used for a variety of purposes. We may, for example, use these images in our school’s prospectus, or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school conferences, monitoring or other education use.

From time to time, our school may be visited by the media, who will take photographs or film footage. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown.

Please return the completed form to school as soon as possible. Thank you.

Please tick your answer

- 1. May we use your child’s photograph unidentified in the school prospectus and other printed publications that we produce for promotional purposes? ☐ YES ☐ NO
- 2. May we use your child’s image (unidentified) on our website? ☐ YES ☐ NO
- 3. May we record your child’s image (unidentified) on video or webcam? ☐ YES ☐ NO
- 4. Do you consent to your child being photographed or filmed in press events agreed by the school? ☐ YES ☐ NO
- 5. Do you consent to your child’s full name being published with a press photograph? (At present,some local newspapers will not agree to publisha photograph without a full name).☐ YES ☐ NO

Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. “Unidentified” above means we will only use the child’s first name.

Please note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on this form.

Child’s Name:	Date of birth:
	/ /
Signed: Parent/Guardian	

Conditions of School Use:

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school, whichever is longer. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

2. We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications.

3. We will not include personal email or postal addresses, or telephone or fax numbers, on video, on our website, in our school prospectus or in any of our other printed publications.

4. If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement. The student will also be consulted.
5. If we name a student in the text, we will not use a photograph of that child to accompany the article.

6. We may include pictures or students and teachers that have been drawn by the students.

7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

9. As the child’s parent/ guardian, we agree that if we take photographs or video recordings of our child(ren), which include other students, we will use these for personal and family use only. I / we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

10. We understand that photographs or video recordings which are part of the normal, core activity of the school may be taken which, according to the law, do not need parental permission.

Step 5

Step 6

Dear Parents / Guardians

Re: Internet Access for Pupils

As part of the school’s ICT programme, we will be offering pupils supervised access to the Internet. Before the school allows students to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Various projects have proven the educational benefits of Internet access, which will enable pupils to explore thousands of libraries, databases and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised in our school, families will wish to be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal or potentially offensive to some people. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family’s right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

We will be using Oxford Reading Tree Online in school. This is a new service from Oxford University Press that enables children to work on activities involving the Oxford Reading Tree characters, while supporting literacy and ICT objectives. The children will be able to read stories online, have their best work published in the online gallery, and even interact with their favourite characters via email. This will be a truly interactive and motivating resource, which follows all of the guidelines on the National Grid for Learning Superhighway Safety website. For more information visit <http://safety.ngfl.gov.uk/schools>.

If you decide to support your child’s application for access to the Internet please can you complete the enclosed form and return it to the school secretary. Please note that this permission slip will remain valid for the whole time your child is at St Mary’s Primary School unless you rescind your consent in writing to the school.

Yours sincerely

Amanda McGarrigle

AMANDA MCGARRIGLE

Headteacher

Child’s Name:	Year Group:

Pupil

As a school user of the internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the school.

Pupil’s signature: (or parent if child unable to sign)	Date:
	/ /

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent’s signature: (or parent if child unable to sign)	Date:
	/ /

Please tear here

We are writing to you to ask permission for your child to watch PG rated films in school. There are often films (or clips from them) which relate to a topic being studied, and therefore they would be useful to watch in order to further your child’s understanding of the subject. The class teacher always thoroughly checks the film before showing it to the class, to make sure the content shown is appropriate.

Should you not wish to give your permission; your child will be taught in an alternative class for the duration of the film.
Yours sincerely

Amanda McGarrigle

Amanda McGarrigle
Headteacher

To: School Office St Mary’s CEPS

Re: Consent to watch PG rated films

Child’s Name:	Year Group:

I / we consent to my child watching a PG rated film in school

I / we do not consent to my child watching a PG rated film in school

Signed:Parent/Guardian

Please return this slip to the school office at your earliest convenience.

In an effort to try to reduce head lice problems, we are seeking your permission to examine your child’s hair as and when there is a known case in your child’s class. Could you please indicate on the reply slip below whether or not you give your permission for your child’s hair to be examined by a trained classroom assistant.

Thank you for your co-operation in helping us to try to keep this problem under control.

Yours sincerely

Amanda McGarrigle

AMANDA MCGARRIGLE
Headteacher

To: School Office St Mary’s CEPS Swanley

Child’s Name:	Year Group:

I do / do not* give permission for my child’s hair to be examined in school. * Please delete as appropriate

Signed:Parent/Guardian

Please sign and return to the school at your earliest convenience. Thank you.

Key Information

What are our school times?

Nursery times: Morning 8.30am until 11.30am

Afternoon: 12.30pm until 3.30pm.

Arrivals and departures

Children now have the opportunity to enter school early each morning and spend social time with the teaching staff. This helps to prepare children for the start of the school day. Classrooms are open from 8 45am each day for children to come in and settle before registration, with toast and a drink provided. Supervision on the playground is not available before this time, and children are the responsibility of their parents / carers up until the start of the day.

Uniform

Uniform provides our children with a sense of belonging to the ‘school family’. When in school uniform our children are encouraged to conduct themselves during, and beyond, school day according to the values we promote at school. In this way our school uniform helps us to nurture the development of good manners, respect and consideration for others in the wider community. We will ask parents to collect children, if they are wearing inappropriate uniforms. Our uniform consists of:

Girls

- White plain polo shirt; or
- White polo shirt with embroidered school logo; or
- White button up collared shirt.
- Navy blue school skirt of an acceptable length; or
- Navy blue pinafore dress of an acceptable length; or
- Charcoal grey or black school trousers, no patterns, adornments or denim material; or
- Blue and white checked gingham dress (summer only).
- Navy blue plain sweatshirt; or
- Navy blue sweatshirt with embroidered school logo; or
- Navy blue plain cardigan; or
- Navy blue cardigan with embroidered school logo.
- Socks, white, grey or black; or
- Plain black or navy tights, no patterns.
- Black or navy blue blazer optional.
- Tie *optional* (red and blue striped – Years R – 6, plain red – Year 6).

Boys

- White plain polo shirt; or
- White polo shirt with embroidered school logo; or
- White button up collared shirt.
- Charcoal grey or black school trousers, no patterns, adornments or denim material.
- Navy blue plain sweatshirt; or
- Navy blue sweatshirt with embroidered school logo.
- Socks, white, grey or black.
- Black or navy blue blazer optional.
- Tie *optional* (red and blue striped - R-5, plain red – Year 6).

PE kit

- White plain t-shirt.
- Shorts – black or navy blue.

- Black plimsolls – either lace tied or Velcro strap (we would prefer only those children who can tie their own laces to wear laced plimsolls).

Shoes

These should be plain, black or navy blue, and with a low heel. Boots and trainers are not acceptable in-school wear. Trainers and boots may be worn to school and during break times, but normal school shoes must be worn once inside.

Coats

Coats should be plain and dark coloured. Sweatshirts hooded or otherwise, are not acceptable as coats.

Hair

Hair should be tidy, no shorter than No 2, no lines or patterns and no extreme styles or colours. For health and safety reasons, any hair long enough to be tied back must be held in a suitable hairband. Children may wear plain hairbands and plain black/navy slides only. No patterned or coloured headbands or coloured slides, hair adornments, etc.

Make-up and nails

Make-up is not appropriate for the school setting. Nails must be an acceptable length to take a full part in all activities, including PE. Coloured nail polish must not be worn.

Lost property

Every year jumpers find their way into our lost property. When they are properly labelled with a laundry marker or name tag we can return them to the owner. Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child’s name. Unclaimed lost property is retained for one term and then we dispose of it.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. Our school meals service offers a choice of menu with alternative main meals for vegetarians and a sweet course. We provide all children with fresh water.

Free school meals

All children in Foundation and Years 1 and 2 can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support.
- job seekers allowance.
- child tax credit.
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Dinner money

The cost of a school dinner is £2.30 per day. Payment can be made online direct to the provider or by cash to the office-in an envelope labeled with the amount and child’s name and class.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Children should not bring in any drinks for lunchtime.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has any dietary needs or allergies, please ensure your child’s class teacher is made aware so that an alternative fruit may be provided that day.

Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk and the school continues to pay for milk for all children for the remainder of the school year (Reception).

Water bottles

The school provides pupils with a free water bottle. Hydration is important and aids learning and we encourage children to drink water regularly. Drinking water is available throughout the school.

Please note that we are a nut free school.

Frequently Asked Questions

Here are our answers, to what we find, are 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 and absence

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality. Positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. We recognise that parents/carers have a vital role, and a legal responsibility to ensure good attendance and we promise to identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve any issues.

Ill child

If your child is taken ill, please ring the school before 9.00am and leave a message on the school answerphone.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SAT's) and they should make every effort to ensure their child attends school during that period.

Request for absence

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Medical appointments

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

A single small stud may be worn in each ear. A watch is also permitted. All jewellery must be removed for PE and any other activities as requested by staff.

Personal property and electronic devices

The school does not accept responsibility for loss of/damage to the personal property of students. Mobile telephones and other valuable items, e.g. iPods, ideally should not be brought into the school. However if your child does bring in a mobile phone, it must be turned off and handed in to the office on arrival, and collected at the end of the day.

Sport

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities. All children take part in PE and we have an extensive range of sports clubs. Competitive inter-school fixtures are a regular part of the lives of some school teams, which have recently been very successful, with a summer sports day.

With our Sports Premium funding we ensured that all children have had access to the following activities:

- Archery.
- Skateboarding.
- Skipping.
- Dance.
- Gymnastics.
- Swimming (KS2).
- and most recently we have had a long jump of professional standard, designed and fitted into the school field at the pupils' request

Attendance at after school sports and activity clubs has increased by 100% following this input and has improved achievement in all year groups.

Music

All of our children in Key Stage 2 have music tuition, and play either piano or violin to bronze, silver or gold level by the end of Key Stage 2. Music tuition happens weekly. In Year 2 all pupils have preparations lessons, making them ready for reading music and the technicalities of this when they enter Key Stage 2.

French

All of our children from Nursery to Year 6 have French tuition with a specialist French teacher every week. By the end of Year 6, our pupils have a sound knowledge of spoken and written French to prepare them fully for secondary schooling, and use in their day to day lives.

Clubs

The school has a number of clubs. These vary throughout the year, including:

- Cookery.
- Cheerleading.
- Gardening.
- Film Club.
- Chess.
- Rounders.
- Benchball.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Special Educational Needs

Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match individual learning needs. Some pupils join us from their pre-school settings having already been assessed for special needs provision. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. We make use of the expertise available from professional outside agencies where appropriate.

Access

All pupils are admitted to our school in the same way regardless of ability. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

Gifted and Talented

We recognise that many of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather please listen to the local radio station, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. The school will send out text messages if the school is closed, and this will also be advertised on the school website and the Kent school closures website.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

Medicines

All medication permitted to be administered by the school has to be prescribed by a doctor. The medication must be brought in by the parents and provided in its original packaging with the prescription label attached detailing the dose and frequency allowed. Parents are required to provide a signed authorisation for the school to administer the prescribed medication. Parents are also responsible for ensuring the medication held in school is within date. The school accepts no responsibility for out-of-date prescribed medication.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 24 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date.

Working with parents

Parental involvement

We recognise that parents and carers have the most influence over a child's life and so we place great emphasis on developing positive partnerships with our parents. We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment.

Partnership with parents

We welcome the support of parents in school, with in class and out of class activities. If you feel able to help please contact Tara Kennedy on 01322 665212; or speak to your child's teacher. We will require all helpers to undertake a DBS check.

Communication with parents

Our partnership with parents encourages good communication in the following ways:

- A book bag goes home each day containing a reading record book and other letters sent home by the school office.
- The school also holds meetings with parents / carers on various matters to help develop and extend the partnership.
- Parental surgeries are held on the first Tuesday of each month, which allows parents / carers to meet with the class teacher, and discuss progress.
- Parents / carers are also given mid-term reports after each half term, which reports to parents / carers on age appropriate progress and behaviour.
- All parents / carers receive a detailed written report annually about their child's progress. The school sends all parents / carers a newsletter weekly.
- Members of the teaching staff are usually available to talk to parents / carers at the end of the day. If a longer time for discussion is needed, an appointment can easily be made.
- It is also possible to make an appointment at any time with the Headteacher by ringing the school office.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

Friends of St Mary's

Friends of St Mary's (FOSM'S) PTA is open to all parents/carers of our school. We are a small group of staff and parents that get together to discuss ways in which we can raise funds for the school. All money raised goes to give the children gifts of Christmas Calendars, Easter Eggs, summer toys and Year 6 got to have a fantastic Leavers Prom. If anyone is interested in helping and being a member of our team then please contact Tara Kennedy; Tel: 07917717918; Email: tkennedy@st-marys-swanley.kent.sch.uk.



Why do we need policies?

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

Parents need policies

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, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: <http://www.st-marys-swanley.kent.sch.uk/> and click on 'More', and 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Admissions.
- Anti-Bullying.
- Safeguarding.
- SEN.
- Behaviour.
- Attendance.
- Supporting Children with Medical Conditions.

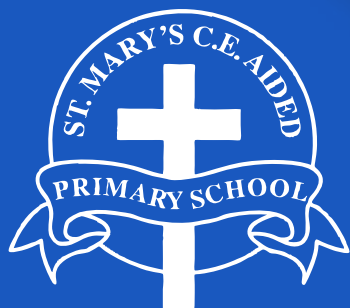
Term	School Opens	School Closes
Autumn Term	Monday 05 September 2016	Friday 21 October 2016
Autumn Term	Monday 31 October 2016	Wednesday 21 December 2016
Spring Term	Tuesday 03 January 2017	Friday 10 February 2017
Spring Term	Monday 20 February 2017	Friday 31 March 2017
Summer Term	Tuesday 18 April 2017	Friday 26 May 2017
Summer Term	Monday 05 June 2017	Friday 21 July 2017

Step 1

Step 2

Step 3





St Mary's CE Primary School
St Mary's Road
Swanley, Kent, BR8 7BU

Telephone 01322 665212

Fax 01322 662114

Email office@st-marys-swanley.kent.sch.uk

Website www.st-marys-swanley.kent.sch.uk

We are extremely proud of our school, and all it has to offer. St Mary's is a small school, with an attached Nursery class, sitting in the St Mary's ward of Swanley. We have a stable, supportive and experienced staff and governing body, and our children's behaviour, conduct and achievements are always praised by visitors to the school.

With the professional expertise and enthusiasm of the teaching and support staff, the school is an environment which the children find secure and enables them to achieve their potential.

Mission Statement

- To promote the education achievement of all pupils within the school within a Christian environment.

Aims and values

Our pupils are encouraged to enrich their own lives and those amongst whom they live, by being made familiar with the Gospel values.

We encourage and provide opportunity for the pupils to display these values by showing:

- A love of God.
- Respect for others.
- Respect for other faiths, creeds and cultures.

We will seek to create a dynamic interaction between Home, School and Parish, which will contribute to the faith journey of each pupil and staff member within the school community

We will work within the school towards the common belief that Christ is the foundation of and reason for the existence of St Mary's Church of England School.

St Mary's Church of England School is committed to work towards racial equality and to combat racial discrimination and racial harassment.

