



St Mary's C of E (VA) Primary School



School Prospectus 2015-16



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ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL
REDINNICK PLACE
REDINNICK
PENZANCE
CORNWALL TR18 4HP

Telephone and Fax 01736 363009

head@st-marys-ce-pz.cornwall.sch.uk

Head teacher - Mrs. H J Tyreman BMus, PGCE, PGCert NPQH



Dear Parents,

St. Mary's is a 7 class Church of England Primary school situated near to the promenade in Penzance. We have opened our own pre-school as part of our Foundation stage provision in September 2014 and run this as part of our Foundation stage unit..

This prospectus contains details about the life and work of St Mary's C of E School and the staff. I hope you will find the information both interesting and informative. I feel privileged and honoured to be head teacher of St. Mary's C of E School. Our children are friendly, polite, helpful and enthusiastic about their learning. Our staff are also enthusiastic, hard working and creative in their approach to teaching. We believe that we can achieve the best for your child through close co-operation and partnership between home and school. You are always welcome in school and we are happy to discuss with you any anxiety or query about your child's education or behaviour.

Our school provides exciting and memorable learning activities for the children often using our fantastic local environment to inspire learning. We use local visits to engage and enthuse the children and the children have opportunity to take part in a range of outdoor learning experiences.

We aim for all our children to attain good results and make good progress. However we strongly believe that education is about more than this; we are nurturing and supportive of each child in our care, aiming to develop the children into confident, caring and reflective individuals. We want to ensure that all children in our care have a good childhood. To do this we aim to equip children with attitudes and values that, in partnership with parents and carers, will build strong and secure foundations for a life time of learning.

We offer a range of extra-curricular activities including a Breakfast club from 8am each day. Children also have opportunity to learn musical instruments supported by Music Cornwall and independent providers. We believe music is important for your child and are proud to have achieved our Sing Up Gold award.

Our school has been described as a 'very harmonious community' where 'all adults know the children individually.' (OFSTED June 2012). We believe in the uniqueness of each individual, child and adult, and that each child is worth caring for and spending time with. Our SIAS inspection in October 2012 stated that 'St Mary's is a school where children and adults can openly express their views on matters of faith and belief in an atmosphere where opinions are listened to and respected. This has created a distinctive community in which everyone is valued as an individual based

on clear Christian values.' You can be assured that your child will be understood and valued as an individual at St. Mary's C of E Primary School.

Involvement with the wider community is a strong feature of school life. We aim to build positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community. We have strong links with St. Mary's Church, support local charities (The Food Bank and Children's Hospice South West) through our Making a Difference initiative, take part in local community events such as St. Piran in Penzance celebrations and Mazey Day. We also have links across the globe with communities in France and Australia through Penzance's Twinning association.

We are strongly inclusive of all children; we recognise and celebrate the different cultures and languages spoken by our pupils using this in learning to build understanding and respectful appreciation of different cultures. Our School Council represents the views of pupils at our school and we are proud of our Platinum PADL award in this area.

We value partnership with parents and have a strong, and committed PTA, called FOSMS, Friends of St. Mary's School.

Christian Values underpin all our work at St. Mary's and the three that we feel are particularly important to our children are values of Hope, Creativity and Perseverance.

We hope your child will have a happy and successful time in our school. The primary school years are the key to your child's future. We hope that the school provides your child with many opportunities to further your child's learning and skills across the curriculum, equip your child for the next step of their education and that we fulfil the potential of every child in our care within a secure, safe and caring learning environment.

It is impossible to capture the essence of what happens in our classrooms and school in purely in words!. Please come and visit the school and see for yourselves the wide variety of approaches and strategies used by teachers and warm, friendly inclusive atmosphere that is St. Mary's School.

I look forward to meeting you soon.

Yours sincerely

Hilary Tyreman

Head Teacher



INTRODUCTION TO THE SCHOOL

St. Mary's is a Voluntary Aided Church of England co-educational Primary School. We are proud of our close relationship with St Mary's Church and feel this makes our school a very special place.

The school was originally built in 1896 and comprises:

- A large hall used for PE and Assembly
- Eight teaching spaces
- A library area
- An ICT suite
- An admin office
- A smaller teaching space/SEND office
- A head teacher's office
- Staff room
- Separate Canteen
- Toilets and cloakrooms
- Large playgrounds at both ends of the school
- School field, situated in nearby Penlee Park.
- Entrance from the prom
- Space to develop into a bespoke child designed reflective area for children (and parents)



St Mary's in the snow –December 2010

ABOUT OUR SCHOOL
TEACHING STAFF (from September 2014)

Mrs H. J. Tyreman	BMus PGCE PGCert NPQH	Head Teacher
Mrs N. Bonell	BA PGCE	Assistant Head Teacher Class 6 Teacher
Mr A. Varker	BEd	Class 5 Teacher
Miss E-J. Knuckey	BSc PGCE	Class 4 Teacher
Mr D. King	BEd	Class 3 teacher
Mrs J. Stobbs	BEd	Class 5 Teacher
Miss L Nicholas	BMus PGCE	Class 1 Teacher
Mrs A. Griffiths	BA SCITT PGCPM	Early Year Teacher
Mrs M. Allen	BA SCITT PGCPM	Pre School Leader
Mrs E. Hope	BA QT	SENCo and PE
Mrs D McLennan	Cert.Ed	French Teacher
Miss J. Orpwood	BEd LTCL (MusEd)	Music Teacher

INSTRUMENTAL TEACHERS

Mrs Sarah Hanley	Music Cornwall	Woodwind
Mr Richard Collington	Music Cornwall	Guitar
Mr Nigel Baker	Music Cornwall	Violin
Mr Robert Brokenshire	Music Cornwall	Drums

LEARNING SUPPORT ASSISTANTS

Miss P. Taylor	HLTA, Inclusion coordinator
Mrs L. Spry	HLTA, Speech and Language
Mrs E. Hart	EYFS Pre-School
Miss A. Williams	EYFS Pre-School
Mrs. V. Pillman	EYFS Pre School
Ms S. Morse	EYFS
Mrs S. Neaum	Class 1
Ms S. Minkeviciute	Class 1
Mrs J. Ruben	Class 1
Mrs. L. Lewis	Class 2
Mrs N. Trenerry	Class 2/3
Mrs C. Reeves	Class 2/3
Mrs J. Tonkin	Class 3
Mrs T. George	Class 4
Miss J. Orpwood	Class 2/3/5

Mrs Murley	Class 5
Mrs K. Scrase	Class 6/HLTA
Mrs L. Clackworthy	Class 6
Mrs J. Kearey	Class 6

NON-TEACHING STAFF

Mrs C. Gill	Administration (Tuesday-Thursday)
Mrs A. Vernon	Administration (Monday and Fridays)
Mrs P. Edwards	Cleaner in Charge
Mrs A. Hayward	Cleaner
Mr T. Oliver	Cleaner
Mrs S. Dunkley	Cleaner

LUNCHTIME SUPERVISORS

Mrs A. Shapcott	Lunch time supervisor
Mrs T. George	Lunch time supervisor
Mrs E. Hart	Lunchtime supervisor
Mrs J. Tonkin	Lunchtime supervisor
Mrs N. Trenerry	Lunchtime supervisor
Mrs L. Murley	Lunchtime supervisor
Mrs C. Reeves	Lunchtime supervisor
Mrs V Pillman	Lunchtime supervisor
Miss A. Williams	Lunchtime supervisor
Ms S. Minkeviciute	

BREAKFAST CLUB STAFF

Mrs E. Hart
Mrs T. George

CANTEEN STAFF EMPLOYED BY CHARTWELLS

Mrs G. Nankervis	canteen staff
Mrs S. Dunkley	canteen staff
<i>We also have a further Chartwells staff member to help with Universal Free School Meals..</i>	



THE GOVERNING BODY

The head-teacher takes responsibility for the day to day running of the school and leadership of the school and is supported in this by the Governing Body. Governors represent the County Council, the Church, the teaching staff, the non-teaching staff and the parents. They meet twice a term as a whole Governing Body and also have committees which meet regularly. Parent governors are elected to office every four years and anyone having a child at the school may stand as a candidate. Information about this will be circulated at the appropriate time.

The minutes of Governors' Meetings are kept in school. These can be available for anyone to look at them after they have been approved, unless the material concerns an individual pupil or member of staff or is otherwise confidential.

LIST OF GOVERNORS FOR SEPTEMBER 2014

Mr Dan Rubens	Chair - Parent governor
Pastor John Stobbs	Vice chair - Foundation governor
Rev Noel Michell	Foundation Governor Ex Officio – rural Dean's representative
Rev Sian Yates	Foundation Governor Ex-Officio –incumbent of St. Mary's
Mr. M Cotton	Foundation Governor
Mrs A Seaton	Foundation Governor
Mrs J Bryne	Foundation Governor
Mr. P Cattran	Foundation Parent
Mr F Wilton	Parent Governor
Vacancy	LA Governor
Mrs. N Bonell	Teaching staff Governor
Mrs. H J Tyreman	<i>Head Teacher</i>
Vacancy	Clerk to Governors

Our Ethos Statement

Recognising its historic foundation, St. Mary's C of E Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

THE GOVERNOR'S MISSION STATEMENT

At St Mary's our mission is to:

- Stimulate in every child a sense of curiosity and excitement about the world and to encourage them to search for truth, meaning and purpose in life.
- Educate pupils intellectually, socially, morally, aesthetically, physically and spiritually within a school based on the example of Jesus in the gospels.
- Show pastoral care, encouraging in pupils a sense of commitment, self-reliance, respect for others and a healthy self-esteem.
- Make prayer and worship real educational experiences.

AIMS OF THE SCHOOL

We aim to:

- Provide a broad and balanced curriculum within a variety of learning environments that develop individual potential.
- Provide a secure environment, physically and emotionally, in which all children are offered equal opportunities and are taught to value their own skills and abilities and those of others.
- Teach courtesy, good manners and consideration for others.
- Encourage pupils to use initiative and to persevere in the face of changing personal circumstances or varied learning outcomes.
- Enable children to communicate effectively with one another and to frame their own feelings, emotions and experiences in appropriate language, in order to support moral and spiritual development and engender respect for the personal and religious values of others.
- Build positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community.

ENROLMENT AND ADMISSIONS POLICY

Admission to St Mary's Primary School (4-11)

Parents considering enrolling their child at St Mary's C of E School are invited to telephone or call to make arrangements for a visit. Applications need to be made online to Cornwall LA <http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions>

For children wanting to join reception class admission applications need to be completed by early January - the exact date is given in the 'green booklet' or will be stated on the Cornwall website. Information for admissions to reception class is available from all local Early Years providers and the school in the Autumn term.

All children are guaranteed a full time place from September of the academic year in which have their 5th birthday. Individual parents can decide when it is most appropriate for their child to start school and whether full or part time would suit their child best. It is compulsory for every child to attend school full time in the term following their 5th birthday.

St. Mary's Governing Body, in consultation with Cornwall Council, has set the planned admission number (PAN) of children for our reception class as 25. The head teacher, in consultation with class teachers and governors, can however decide to admit over PAN if the school has the capacity to educate the children. Cases are considered on an individual basis.

If admission is refused parents have a right of appeal. Cornwall LA will handle the procedure on behalf of the Governors and the Diocesan Board of Education

Priority of Admission for 2015-16 is given in the following order.

- a. Looked After Children or previously looked after children including children who immediately after being in care became subject to an adoption, residence or special guardianship order of any faith will have first priority.
- b. Siblings at the school. 'Siblings' are defined as children with at least one natural or adopted parent in common living at the same or different address. Children living permanently in the same household at the same address would be counted as siblings, regardless of their relationship to each other. To qualify as a sibling the older child must be on roll of St. Mary's at the date of application, and allocation.
Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement –this address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it

may be necessary to use the address of the person receiving child benefit for the child in order to make a decision.

- c. Children whose home address (where a child is normally resident -see above) falls within the operational boundaries of the ecclesiastical parishes of St Mary the Virgin with St Paul and St John the Baptist in Penzance.
- d. All other children.

Waiting List

Children who are likely to be refused places at their preferred school will be listed for each school in priority order so that if a place becomes available at that school before the allocation date in March, the child at the top of the list can be offered a place. If a place becomes available at an oversubscribed school after the allocation date, it will be offered to the child at the top of the waiting list according to our school's criteria regardless of whether the application for that child was late or on time.

The waiting list will close at the end of the autumn term. After that date applications will be dealt with according to the Local Authority's in-year co-ordinated admissions scheme. Children who are subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

Tie Breaker

Where there is an exact match of the entitlement of children on the above criteria, priority will be given to a child who lives nearer the preferred school using a straight line measurement from the front door of the home to the main school gate using the LA's Geographical Information System.

Please see our Admissions Policy on our website <http://www.st-marys-ce-pz.cornwall.sch.uk/site/15311-information-for-parents/section-9059-policies>

ADMISSION TO ST.MARY'S PRE-SCHOOL

St Mary's C of E Governors also govern the Pre-school opened in September 2014. Although this is governed by the school it has its own admissions procedure managed directly by the school. If your child is interested in a place for St. Mary's Pre-school please enquire at the school office or see our website for more information. Admissions are on a 'first come first served' basis with priority given to older children.

We are able to cater for children from the term after their third birthday. Parents and carers of Pre School children need to apply for admission to the main school by early January of the year their child will start school. We hope you will choose St Mary's for your child.

GETTING READY FOR SCHOOL
GUIDANCE FOR PARENTS/CARERS FOR CHILDREN STARTING MAIN SCHOOL
SEPTEMBER 2015

Parents are naturally interested to know what they can do to help their child before he/she starts school. The following guidelines may be helpful. We also provide a welcome booklet for parents and carers for children joining the main school.

We aim to provide children with an interesting and stimulating environment, with opportunities for play, learning, experimentation and discussion. We can provide these to a certain extent, but it is a great help if you can supplement them as much as possible at home.

Language is the instrument through which a person unlocks thoughts and formulates ideas. Children should be encouraged to talk to an interested adult whenever possible. Taking time to listen to what your child has to say and encouraging him or her to work out explanations and expand verbally on what he/she can see, hear, touch and smell is enormously helpful. In exploring their world, children ask endless questions but it is encouraging if you can answer them patiently and factually! Interest and engagement with your child in the early years is a sound investment for their future educational achievement.

Equally invaluable is simple conversation, learning to take turns, facing the speaker and discussing with your child all the many activities children get involved in e.g. painting and drawing, building, dressing up, playing with water, baking. Talk about stories and pictures and do continue to read to him/her, even when he/she can read alone. This will mean your child will grow to love literature and books. All children enjoy using technology but please ensure your child has good face to face interaction with you and also first hand outdoor experience.

At school we encourage children to ask questions and develop an enquiring mind. We endeavour to establish friendly relationships among the children, trying whenever possible to make school an extension of a good home.

You can help by making your child as independent as possible. Encourage him/her to dress and undress unaided, and to try to make sure your child can cope with zips on trousers and anoraks. Shoelaces are difficult, so perhaps you can practise at home and use slip-on shoes until laces can be managed.

If your child is to stay for school lunch, please encourage him/her to use a knife and fork, and to be prepared to try a small portion of everything that is offered.

Some children ask to learn to write their own name and it is helpful if you can use the same type of lettering as that taught in school. Please use capitals at the beginning of the name, not all the way through, e.g. John Smith.

It is also useful if your child is able to say his/her name and address and to know the

colours red, green, yellow and blue.

Don't worry about whether your child has started to read, but encourage interest by having lots of picture books around with some text. It is important to read stories and say simple rhymes together (nursery rhymes), talk about books and talk about the pictures. All this will pave the way for reading and writing. Have fun with shapes, simple jigsaws and puzzles as well as counting games and counting rhymes. You can make games by counting objects whilst doing jobs around the house e.g. going up and down the stairs or setting the table.

Please teach good safety habits and set a good example.

During the 1st year of main school a Learning Journey will be completed. If your child attended St.Mary's Pre School this will continue with your child. We will ask you to contribute to this as well. This enables both the children and the parents to see ongoing progress of their child capturing remarkable moments of your child's development across the curriculum. Please see our Pre-School tab on the website for more Early Years Information.

At the end of the Reception year, the children will be given their Learning Journeys to share and keep as a record of their first year at school.

VISITS TO THE SCHOOL FOR NEW PARENTS AND CHILDREN

If your child attends our pre-school he/she will already be familiar with the staff and Foundation stage environment and routines, however some children come from other settings and we aim to ensure that all children have a successful start to their first year of school. During the summer term before the children begin reception class, parents and children will be invited for transition visits into reception class. The aim of these sessions is to ensure the children become familiar with the physical space and adults in the main school. By doing this we find that the children excited, ready for their start in main school whilst also feeling secure about surroundings and new people. The result of this is that the children settle quickly into the new routines in September when they start in reception class. We also have an induction session for new parents to ensure that you are fully informed about school life at St. Mary's.



Finding out about growing in reception class.

SCHOOL UNIFORM

We want our uniform to be smart and comfortable for the children to wear. Please name all items of clothing as this saves a lot of time for staff.

Girls' Uniform

- **Navy** skirt or pinafore or **navy** trousers

Infants (Reception, year 1 and year 2)

- White polo shirt
- Royal Blue crew neck School sweatshirt or cardigan with St. Mary's logo (available from school)

Juniors (year 3 - 6)

- White shirt
- School tie
- Royal blue V-neck school sweatshirt or cardigan with St. Mary's logo (available from school)

Summer Uniform

- Blue check summer dress
- School sweatshirt or cardigan with school logo (available from school)

Plain blue or blue check hair ties

Navy tights or White socks with skirts and dresses

Plain white/black/grey socks with trousers

Black sensible school shoes (no trainers, open toe sandals, crocs or boots)

Boys' Uniform

- Charcoal grey (dark grey) trousers or shorts

Infants (reception, year 1 and year 2)

- White polo shirt
- Royal Blue crew neck School sweatshirt with St. Mary's logo (available from school)

Juniors (Year 3 -6)

- White shirt
- School tie
- Royal blue V-neck school sweatshirt with St. Mary's logo (available from school)

Plain black/grey socks

Black sensible school shoes (no open toe sandals or boots)

PE kit

- School PE T shirt in team colour with school logo available from school (the school will advise you on which team your child is in).
- Navy PE shorts
- Plimsolls for class 1, 2 and 3
- Plimsolls or plain trainers in black, white or blue for class 4, 5 and 6

No jewellery should be worn for school. If your child has pierced ears then please wear plain gold or silver studs that can be taken out for PE

THE SCHOOL DAY

Before school we have a Breakfast Club from 8am – 8.40am each day in the school canteen. It offers a nutritious breakfast, games and activities. All children are welcome. Please ask for more details at the office.

School starts at 8.50 am and finishes at 3.15 pm. Please try to ensure your child does not arrive before 8.40 am as we cannot guarantee to supervise children before this time. If you require supervision for your child before this time then please send your child to our Breakfast club

Children should come into the playground between 8.40 am and 8.50 am when a teacher will be on duty.

Morning Break (All children)	10:30 – 10:45am (Infants) 10:45 – 11:00 (juniors)	A snack of fruit or a cereal bar can be eaten Reception and class 1 and 2 have fruit provided in school
Lunch (Juniors)	12.00 - 1.00	Packed lunches eaten under supervision outside, in the hall or classrooms, or school dinners in the canteen.
Lunch (Infants)	11.45 – 1pm	Packed lunches eaten under supervision in the canteen, hall classroom or school dinners in the canteen.
Afternoon Break (Infants) <i>Junior children may take a 5-10minute break as decided by the class teacher</i>	15 minutes	This is taken at a suitable time in the afternoon teaching session.

Milk is ordered for the morning break for children under 5 years old.

Actual teaching time, excluding assemblies, per week

Infants 21 hours 40 minutes

Juniors 23 hours 45 minutes

SCHOOL MEALS

Your child can have a school meal at St. Mary's or bring a packed lunch.

All infant children are entitled to a Free School Meal. We strongly advise that you take this up. We will be inviting all new parents and carers to lunch in the Autumn term.

Our School Meals are provided by Chartwells and cooked at our 'mother' kitchen at St. Maddern's, Madron. Chartwells provide half termly menus showing options available. The meals are well balanced and cost £2.20. Chartwells provide vegetarian options daily and also can cater for special diets. Please contact the school office for more information. All payment for school dinner money **must** be settled at the end of each week. If there is money outstanding at the end of the week your child will not be allowed a school meal before the balance is settled.

APPLYING FOR FREE SCHOOL MEALS

Your child *may* be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Please go to <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals> to check if you are eligible.

Free School Meal eligibility also at present brings in additional funds (Pupil Premium) for the school that the school uses to improve teaching and learning for children. Please see our school website for details of this income and how we spend it to improve outcomes for children.



CURRICULUM

FOUNDATION STAGE PRE-SCHOOL AND RECEPTION

The Early Years of your child's education are crucial. It is at this stage that children form lasting attitudes towards learning and relationships.

The school has a Foundation Stage unit. This covers pre-school children and our reception class. The Early Years Foundation stage follows the Early Years curriculum. Our Foundation stage unit has two classroom spaces linked via a folding door. This enables younger and older children to have age appropriate focused teaching time when the doors are closed but also mean that younger and older children share resources and learning spaces for child initiated play and child led learning. We have outside area that is accessible from the class space for both pre-school and reception age children. This was designed with the children in Spring 2015.

All children in our Foundation stage children learn outdoors every day within the school grounds. The children also regularly use our school field and go out each week to the park, beach or local area. Visits last year included Trengwainton, a local farm, Newlyn crab tanks and the Pirate ship.

At St. Mary's children in our reception class are an integral part of our school and there are strong links between reception class and the rest of the school. This includes our Buddy scheme with class 6 (year 6) to ensure all children feel welcomed and included at playtime. Our playtime leaders (year 5 and 6 children) help organise activities for younger children. Working in this way builds a real sense of community across our school. Reception class children also attend assemblies so they feel part of the whole school community.



Learning about measures in Reception class



CURRICULUM KEY STAGE 1 AND KEY STAGE 2

The curriculum aims of the school are primarily that the school should provide a well-balanced curriculum for all the pupils, based on the statutory requirements of the National Curriculum. Each child should experience a curriculum suitable to his/her ability and be motivated to do their best whilst enjoying a happy and stimulating environment.

As a school we have decided our curriculum should:

- Fully engage and enthuse children
- Be set in meaningful contexts
- Develop skills in each subject area and give opportunities for furthering English skills in different contexts
- Make meaningful links between subject areas (cross curricular links)

We want children at St Mary's to be:

- Ready for learning – motivated and curious
- Resilient and risk taking – persevere with challenges
- Resourceful – creative, collaborative and able to apply learning
- Responsible – make the best of learning opportunities
- Reflective – of their own and each other's learning, make connections and know what to do to improve learning

We achieve these within the following approaches:

- A rolling programme of topics that has been planned to ensure continuity and progression in teaching essential skills of each subject.
- Learning around half termly or termly topics.
- Have educational outings and visitors linked to the topic being studied. These are carefully planned to ensure they have a high educational content.
- Inspiration days designed to enthuse the children, immersing them in the topic and generating curiosity and enthusiasm for learning.
- Using Cornwall as a culturally unique area of the UK and including local history, literature, art and music in our curriculum. We use Sense of Place resources designed to give children a sense of Cornwall through history, geography, art, story and music. By using topics linked to the local area we can easily bring the learning to life by going on trips to enhance the children's enjoyment and understanding.
- Making the learning memorable for the children and providing many hands on experiences for the children each term.
- Believing in learning through doing and creating throughout the primary years.
- Ensure that we use the richness of the culturally diversity of the school to learn about other cultures and learning to be inquisitive but respectful of these.
- Using Home learning projects linked to topics so children have the freedom to be as creative and also to engage parents in their child's learning. These take place at the start of a topic.
- Celebration days each term where the children will share their learning with an audience and present what they have learnt this term. This may be an open afternoon, assembly etc.

Organisation of learning

For 2015-16 we will retain seven classes – a class for each year group in the school. All teaching is Quality First Teaching to ensure the learning is inclusive, accessible to all and is of the highest quality for the children.

Children with additional needs are provided for through our wave 2 and wave 3 provision (see provision map on website). Wave 2 includes targeted intervention groups for specific areas with aim of these being a catch up programme for the child. At St Mary's we offer a range of effective intervention to meet child's needs. Wave 3 meets the needs of children who need personalised learning approaches to meet their needs and ensure progression in key essential skills. Within these classes the children are may be divided into smaller groups of similar ability for some subject areas

Homework

Homework given is set out below. It is important that your child reads daily at home and keeps up with homework. Your child's class teacher will let you know how your child has got on with homework and results of any weekly spelling or times table tests. We also provide an after school Homework club for children in Key stage 2 (classes 3-6)

Foundation stage	Key stage 1	Key stage 2 class 3 and 4	Key stage 2 class 5	Key stage 2 class 6
Daily reading Daily sound work	Daily reading Spelling Maths or literacy once a week	Daily reading Spellings Times tables Maths and literacy once a week.	Daily reading Spellings Times tables Maths and literacy once a week.	Daily reading Spellings Times tables Maths and literacy two to three times a week. Children keep homework diaries in preparation for secondary school.
Topic homework – may be in advance that topic one per term	Topic homework – one per term	Topic homework – one per term	Topic homework – one per term	Topic homework – one per term

Topic Homework

This is an open ended piece of work and parents are welcome to assist their child. The purpose of this is to encourage the child to talk about their learning in school. We have received some fantastic and innovative projects from pupils. We have moved this to the start of the project now so the children generate ideas for further learning during the project. This will also include topic specific vocabulary so learning this at the start is very beneficial.



Class 3 Home-Learning Projects on The Rainforest



Working hard at Geevor mine



Children learning about Mini beasts with a visitor to the school

Times table challenge

We run a times table challenge with rewards for every class. This has a good impact on children retaining times table facts and quickly being able to apply these to maths learning. We will continue with this challenge in 2015-16.

As a staff we discuss, reflect on and review our approach to the curriculum ensuring it is developing the children as effective learners. We also ask for parents comments on this each year as part of our parental survey.



CORE SUBJECTS

At St. Mary's School we want the children to leave us by the end of year 6 obtaining good standards in all areas of learning.

English

We are enthusiastic about the teaching of English and know that the primary years are key to ensuring your child is a good reader, with a love of books and a fluent skilled writer by the end of year 6. Children in reception, class 1 and 2 have a daily structured phonics lesson and pre-school children will take part in pre-reading activities. We have a large selection of graded reading books that ensure that the children apply the skills taught in the classroom. We have daily reading lessons throughout the school and children are expected to read daily at home to ensure they make the best progress that they can. We regularly assess phonic skills and reading and provide catch up sessions for children either in groups or one to one as needed. We aim to foster a love of books and reading. Children borrow library books weekly and we also run different challenges for reading during the year and celebrate world book day together with visiting authors,

For writing we have adopted Pie Corbett's Talk for Writing Approach in each class as a core aspect of our teaching. This emphasises the acquisition of talk for writing and development of memory skills to help with the flow of both narrative and non-fiction writing. We have recently extended story telling with the use of green screening and other ICT to further engage the children and drive learning forward.

Handwriting is taught in a structured systematic way so that written work is neat and well presented. This encourages children to have a pride in their work.

Maths

Our Maths lessons include whole class teaching as well as group work, paired work and individual work. We have a systematic approach to teaching Maths skills (please see our whole school Calculation Policy on our website) A range of resources are used to deliver Maths. These help develop mental Maths, calculation and investigative skills as well as supporting all other aspects of our maths curriculum. We teach problem solving strategies to the children and regularly include opportunities for using and applying Maths.

This school year we have introduced our whole school Times Table Challenge to encourage learning in this area and celebrate the children's achievements in tables knowledge. Please see our latest newsletter for details on this.

We have also introduced Numicon as the key manipulative we use to explain number. The children have been very enthusiastic about this and it has really helped children to understand number.

Science

Science lessons offer a lot of enjoyment and encourage the development of skills to work scientifically including:

- Observation
- Interpreting Information
- Hypothesising
- Raising Questions
- Performing simple tests
- Communicating and Recording
- Using Apparatus

Areas covered in Key stage 1 are Plants, Animals (including humans), Every day Materials, Seasonal Changes

In Key stage 2 the children will cover Plants, Rocks, Light, Forces and Magnets , Living things and their habitats, Animals including humans, States of Matter, Sound, Electricity, Properties and changes of materials, Earth and Space and Evolution and inheritance. Some topics will be revisited during the child's time at St. Mary's to embed learning.

We will be celebrating National Science and Engineering Week in March by having whole days devoted to science learning and sharing this work with parents.



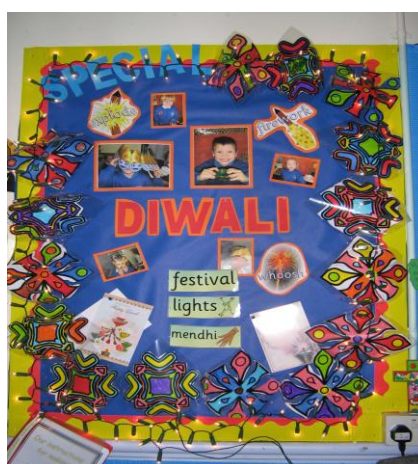
Investigating rocks

Religious Education

As a C of E School Religious Education is an important part of our school curriculum. We follow the Cornwall County Agreed Syllabus 2014 for RE in line with the Diocesan Guidelines. This ensures Christianity is covered in depth whilst also studying other religions such as Hinduism, Judaism, Islam and Sikhism. As a Church of England School our pupils are taught about religions and how to learn from religions. They explore faith and belief and its implications for living but are not told what belief they should follow.



Children designed banners based Noah's Ark



Diwali display in class 2

COLLECTIVE WORSHIP

For Collective Worship in a Church of England school the children experience Christian worship presented in appropriate inclusive ways. Children are encouraged to participate and respond as individuals according to their personal faith and development.

We have a daily act of worship at St Mary's that reflects the broad traditions of the Church of England. This allows all the children to come together to foster a feeling of community and caring for one another. We have a half term theme for our assemblies based on a core Christian value that we let parents know via the newsletter and website. During assemblies on these values we explore these with the children through bible stories and contemporary stories. We discuss with the children the living out of these values within our school family and in their own lives outside school.

We have three core Christian values that we feel are key to our school and ethos: Hope, Creativity and Perseverance.

Each half term, we hold a School Eucharist in the School Hall or St Mary's Church to which parents and friends are invited.

Children in year 5 and 6 can also receive First Communion at School if parents wish this. Please contact Rev Sian Yates via the school if you are interested in this for your child or indeed would like to arrange a baptism service for your child. See also <http://www.penleecluster.org.uk> for information on the local group of churches

Parents have the right to withdraw their children from collective worship. We strongly encourage parents to contact us if they have any concerns/anxiety about the RE and Collective worship.

FOUNDATION SUBJECTS

The children are taught the following foundation subjects:

- Computing
- History
- Geography
- Music
- Art
- Physical Education
- Design and Technology
- Modern Foreign Language (MFL) French *We teach this from class 1*

These foundation subjects are taught using a range of approaches. We try to use a creative curriculum where appropriate, using topic based work to link the different subjects and provide a greater depth of learning. Please see our website for details on what is taught in each year for these subjects.



Class 6 Space Display

Computing

We use Switched on to Computing as our main scheme of work. All classrooms have access to computers. We currently have an ICT suite, a trolley of laptops and ipads. Children have both discrete lessons in ICT following our ICT scheme to ensure that they acquire a good skills base and also use ICT as an integral part of the learning in all subjects.

The children are able to take part in a number of exciting ICT projects as they make their way up the school including animation, film work and digital photography.

All our ICT lessons have a teaching point on e-safety and since September 2013 we have delivered 5 Digital Literacy lessons a year to ensure that children learn to behaviour safely on-line and act responsibly.

SPORTING AIMS AND PROVISIONS

We aim to provide opportunities for a variety of sporting activities and to encourage teamwork and co-operation as well as individual efforts and expertise. We have a dedicated PE teacher who teaches some classes each week and class teachers teach their classes as well. We also make use of coaches from outside of school e.g. cricket, and tennis and use outreach from Mounts Bay Academy and Humphry Davy School to teach aspects of the PE curriculum.

We use the school field situated just off Penlee Park for games and athletics Children use the hall for gym, movement and dance. The children from Yr 3 – Yr 6 have swimming lessons at the Penzance Leisure Centre.

The school takes part in games fixtures and interschool sporting events. This year this has included tag rugby, tennis, badminton, rounders, swimming, multi-sports and athletics.

Please see the school website for a full statement on our use of the Primary Sports Grant.

OUTDOOR LEARNING RESIDENTIAL TRIPS/VISITS

We plan to take the children on a visit each term to bring the curriculum to life and learn about our unique, beautiful and majestic local area.

We plan a stage approach to residential visits:

- Year 3 children have a one night stay at school
- Year 4 children have a twonight stay at a local residential setting e.g. Carnyorth or Camp Kernow. Hat Carnyorth the children take part in climbing, boat making and other team pursuits, at Camp Kernow the children will be immersed in a world where renewable energy, waste reduction and energy conservation are a way of life. Both these help children build confidence, take risks and provide memorable learning experiences.
- Year 5 children are invited to go to a residential camp for a two night stay at either Porthpean where the children will take part in activities such as climbing, abseiling, orienteering, sailing, raft building, forest skills, problem solving.
- Year 6 children have the opportunity to visit London before they leave St Mary's. In 2014 this included sight-seeing, watching The Lion King, visiting the Science museum, Natural History museum and British museums and also St Paul's Cathedral.

HEALTHY SCHOOLS

The school gained Healthy Schools Plus Status 2012 and was re-accredited for this in 2013. We actively promote healthy packed lunches and fruit tuck. All children are encouraged to bring water or a fruit drink to school. We campaigned for our school dinners to be more wholesome avoiding processed foods. In 2013-14 we have been promoting Hearty Lives as our next piece of Healthy Schools Plus work by starting an Energy club for the children and Heart-start clubs for children. This work will continue in 2015-16, we plan to start a Heart-start activity group with children *and* parents and also focus on emotional health and wellbeing.

PERSONAL, SOCIAL AND ECONOMIC EDUCATION (PSHE)

We use Rtime and Cornwall Skills for Life as a basis for our PSHE curriculum.

We also have a variety of learning resources to support talk about emotions and feelings and see developing your child's emotional literacy and wellbeing as an essential part of the curriculum. These skills need to be firmly embedded to enable your child to collaborate and empathise with others and is linked to our Ethos and Values.

We address economic education through financial education, maths and enterprise based activities for example year 5 and 6 children ran their own fair-trade chocolate cake and refreshment stall for after our Harvest celebrations and linked this to their topic work on Chocolate.

SEX AND RELATIONSHIP EDUCATION

The mutual trust between children and teachers enables sex education to be undertaken in a factual and helpful way.

Children's questions will be dealt with naturally as and when they occur in such a way as to encourage the children to understand the moral aspects and the value of family life.

Parents are invited at a separate time to watch any DVD's and see resources being shown. Parents have a right to withdraw their child from the Sex Education programme.

SCHOOL COUNCIL

We now have a School's Council consisting of elected members from each class (except Class 1) The Council meet regularly each term and take discussions back into the classrooms. The School Council achieved a Platinum Award in 2008 and were re –accredited with Platinum in May 2011. We are planning to follow this reward scheme again in 2015.



The school council receiving their award in 2011.



EXTRA CURRICULAR ACTIVITIES

Peripatetic music lessons are available in school at a small charge. These include woodwind, drums, violin and guitar. There are also recorder lessons available and a school choir. The school has a small bank of instruments that can be hired for a small termly charge to assist your child in learning.

Various clubs are run at lunch time and after school including: construction,, football (we hope to start this again in 2015/16), Heart-start, tag rugby, high 5/netball, multisports, tennis, Jump Dance, cooking, gardening, choir, recorders, ukulele. art and film club. Others may be run for short periods e.g. school band, Dangerous club, Goblin car building club.



Our school choir singing in Truro cathedral Christmas 2013

EQUAL OPPORTUNITIES -

The school operates an equal opportunities policy for all children regardless of special educational needs, gender, background or ethnicity. Our current developments in this area are outlined in our Equalities Policy and Public Sector Equality Duty objectives. Our policies on Equal Opportunities, PSED objectives SEN are available on our website:

<http://www.st-marys-ce-pz.cornwall.sch.uk/site/15311-information-for-parents/section-9059-policies/page-90979-equality-policy>

ACCESS PLAN

The school will comply with the Disability Discrimination Act requirements and work with the LA to bring access issues up to standard with reference to curriculum, premises and communication with pupils and their homes.

Should any prospective child or member of staff be in need of premises adaptation the governors will inform the LA immediately.

The school has a toilet for disabled pupils/adults, level access at the front of the building and to the playground.

SPECIAL EDUCATIONAL NEEDS (SEND)

St. Mary's is a fully inclusive school. All the teachers at St Mary's C of E School are teachers of children with special educational needs. As such St Mary's C of E School adopts a 'whole school approach' which involves all staff adhering to a model of good, inclusive practice.

Teaching staff are skilled and experienced at identifying pupils' special needs at an early stage. These needs may include learning difficulties, social, mental and emotional health, physical and sensory impairments and provision for able pupils. Many children need help or support at some time in their school life. For some, this help will always be needed; for others it may just be for a short time to help overcome a particular difficulty.

All pupils are in mainstream classes and are integrated, as far as possible, within the full range of activities. The needs of these children are met through a variety of high quality teaching strategies including individual tuition, small group work and a differentiated curriculum, as appropriate. Identification of barriers to learning and participation together with the maximising of resources to support learning participation, ensure that this is done successfully.

Mrs Emma Hope SENCo and Ms Polly Taylor, Inclusion Co-ordinator, provide advice for staff and parents. We have introduced Pupil Individual Planning meetings for parents/carers and key staff working with this child that have proved successful in 2014-15 and enabled us to support your child more effectively, listen to your views and helped you to support your child with aspects of school work.

Further advice is sought from the Specialist Services of the Local Education Authority, following consultation with parents if required. Partnership with parents and pupils is at the forefront of a successful inclusive practice so we ensure that communication of information regarding any child is a priority. Ms Taylor also works with families as our Autistic Champion.

Please see our website for a copy of the SEN policy and up to date information on how our school is responding to changes in SEN policy for September 2014.

INCLUSIVE DYSLEXIC FRIENDLY SCHOOL (IDFS)

We were very proud to have our practise recognised and to be successfully accredited as an Inclusive Dyslexic Friendly School on 2nd July 2015. The IDFS Status is awarded to schools who successfully achieve the set of standards for this quality mark. We have a vibrant parent/carer group supporting IDFS and a governor responsible for this area of our work. Our quality first teaching is 'dyslexic friendly'. For further details about any aspect of dyslexia please see our website and/or speak to Mrs Emma Hope, SENDCo

EAL

For children with English as an additional language we aim to provide support to help them achieve and make progress in English and all areas of the curriculum. We ensure that the children and families are fully involved in school life and monitor their progress in English. We also employ additional staff to meet the needs of these children. We work with the Equality and Diversity team and also local translators and interpreters. We value the contribution all children and families make to our school community and use this diversity to educate children about the wider community of Penzance, Cornwall and the UK.

MORE ABLE, GIFTED AND TALENTED

The school More able, Gifted and Talented Co-ordinator is Mrs Emma Hope. The school has a More able, Gifted and Talented register and parents will be informed of any decision to include their child on this at the appropriate parent's evening. We make provision for these pupils in the following ways:

On-going everyday:

Extending learning within everyday planning

Differentiated learning for more able identified on lesson plans

Individual learning plans for children who are gifted and talented

Regular opportunities to extend learning and develop thinking skills

Enrichment opportunities:

Working on enrichment days with pupils from other West Penwith Schools through our Penwith Enrichment Network

Irregular opportunities that arise (e.g. a fully funded animation project linked to Sing Up)

Opportunities that are offered by Humphry Davy School and Mounts Bay Academy

PROMOTING COMMUNITY

At St.Mary's we aim to foster a strong sense of community, both in belonging to the school community and to wider communities. These include St. Mary's church, Penzance, Cornwall, the UK and International Communities.

Working with St. Mary's Church

We work very closely with St Mary's Church Penzance to provide opportunities to nurture our children. The school takes part in many services and events at the Church. This included a production of The Lion, the witch and the wardrobe for Easter 2015. Our joint Holiday club established in 2013 was very successful and will continue in 2015.

Working with our wider family of Church Schools

We take part in events and competitions organised by Truro Diocese. These include events at Truro Cathedral e.g Education Sunday service and Carols at Christmas. We were also very proud of winning a banner making competition to represent the Truro Diocese of Church of England Schools at Westminster Abbey in 2011 to celebrate 200 years of Church Schools.

Working with our local community

We strive to make our school a hub of the local community. We publish a school community newsletter twice a year to inform the immediate and our linked communities of our work. We take part in St. Piran's Day and Golowan week celebrations including Mazey Day which we recognise as an important community event in Penzance. Our children were involved in an Community Arts Project that produced 'Noye's Fludde' by Benjamin Britten in 2013. In October 2015 we will be

involved with other schools in 'The Bumblesnouts Save the World' and in March 2016 in 'Ocean Commotion'. In addition to this our choir visits West Cornwall hospital, Pengarth Day Centre and Penlee Care home at Christmas. We have supported the Foodbank, Pengarth and St Petrocs Breakfast club with donations at Christmas and the children have raised money for local charities through sponsored activities and events. We believe that involvement in these events builds memorable unique experiences that reflect the community of Penzance.

Working with International Communities

We involve the school in the local community as much as possible, and have also forged links with national and international communities.

We believe it is essential that our child have sense of the global community to which they belong and appreciate the diversity of societies in our country and around the world. Class 6 have a successful partnership with Violet Street School, Bendigo, Australia.

We teach French to all children from reception to year 6 and have established penpal links with primary schools in Concarneau.

We also have a Language of the year that teaches all children one of our community languages and promotes understanding of the country and culture of that country.



Dancing in the St.Piran's Day Parade in Penzance

ATTENDANCE

High attendance is linked to high standards and attendance at school is a legal requirement. It is not possible for the school to sanction absences for reasons other than those that arise in exceptional circumstances when compassionate leave may be granted. A request for leave of absence must be completed and if leave is taken without approval this will be recorded as an 'unauthorised' absence.

Request for term time holidays

The governors of St. Mary's C of E School do **not** authorise term time holidays and will only consider authorising leave of absence on compassionate grounds. This is in line with current Government regulations (September 2013).

Absence for medical reasons

If a child is absent for medical reasons, parents are asked to contact the school as early as possible on the first day of absence before 9.30 am. Please send a written explanation for the absence when the child returns to school. The school will endeavour to contact the home after this time. If no contact is made the absence will be deemed unauthorised.

Attendance is rewarded through certificates for 100% attendance for the half term/

term. In some cases certificates for improved attendance will be given out if attendance is an issue.

We monitor children's attendance regularly and, if necessary, send letters home alerting parents to their child's low attendance (below 90%) each half term. If the situation does not improve then the school meet with parents to set an individual target. Again if the situation does not improve the school will seek the advice of the Education Welfare Officer (EW0) and work with parents and carers to help improve attendance.

Every minute of the school day is precious and the school monitors punctuality and will inform parents if lateness is a *persistent* problem. We value working together with parents to tackle poor attendance and will support parents to help attendance improve.

Attendance figures for 2011-2014

	2012 Actual*	2013 Actual	2014 Actual
Attendance	93.62%	95%	94.9%
Absence	6.28%	5.0%	5.1%

BEHAVIOUR

We are concerned for the children in our care and our declared aim of encouraging self-discipline and respect for others and the environment forms the basis of our attitude and approach to acceptable behaviour.

The emphasis in the school is on the positive approach to discipline so praise and encouragement are given wherever possible.

When there is a break down in discipline the child concerned is made to understand that it is his/her behaviour that is not acceptable and not him/herself. Sanctions and withdrawal of privileges are the most usual form of punishment and within this time for the children to reflect on his/her behaviour and make amends as needed. This is a crucial step for the child to be able to reflect on what went wrong and work out (with adult guidance as needed) how to redeem the situation. Parents will always be informed of poor behaviour. We believe in working together with parents if poor behaviour is a concern at school or home.

BEHAVIOUR POLICY

We have 3 essential Rules for Life. These are:

Show good manners at all times.

Follow instruction with thought and care.

Care and respect everyone and everything

These rules are explored and explained with the children and are constantly referred to during the school day, in assembly, in class, at play times and lunchtime. We strongly believe in having a consistent approach at all times. This helps our children feel secure, safe and know what the expectations are at all times.

At lunch time, lunchtime staff give out golden tokens when they notice someone following the Rules for Life.

The child's name is put on the ticket together with the date and a box ticked on the ticket to indicate which rule for life the child has demonstrated following. The child places the ticket in their class's Golden Token box.

Every Friday in our celebration assembly one golden ticket per class is picked out of the Golden Token box and the child who is picked receives a certificate and their photograph taken.

Every week each class's golden tokens are counted for the School Golden Chart. Golden tokens are handed back to children each week to take home.

The class with the most at the end of every half term earns a class treat which is negotiated between the class and the teacher. The school's Behaviour and Discipline Policy is on our website and copies can be obtained from the office.



Children receiving weekly Golden Token Certificate

CREATING A SAFEGUARDING CULTURE

Our School community has a duty to safeguard and promote the welfare of children. We have a Child Protection Policy and Procedures in place. All staff including our volunteers and supply staff must ensure that they are aware of our procedures and have an up to date police check (DBS). We have induction procedures for all staff and volunteers who work at St. Mary's C of E School. All staff are trained regularly on Safeguarding.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

Our Designated Safeguarding Leads are Mrs H Tyreman (Designated Safeguarding Lead –DSL)) and Mrs. N. Bonell (deputy DSL).

We also have a Whistle blowing policy and procedures for managing allegations. All these plus our current policies are available on our website and copies can be requested from school. For more information on this please see

<http://www.safechildren-cios.co.uk>



E SAFETY

We want all the pupils of our school to develop into responsible citizens with regard to their internet behaviour. All children, parents, staff, governors and volunteers must sign an Acceptable User Agreement with the school.

We follow a programme of Digital Literacy from reception to year 6 and our ICT programme of study also includes aspects of e-safety. We aim for all children to be fully informed about e safety and learn to use the internet in a responsible and safe way.

We have an E-safety committee of children, parents, staff and governors and our website has all school policies and guidance for parent on this important issue.

We have built a collection of resources to assist parents in this important area of safety. Please see our website for additional information.

<http://www.st-marys-ce-pz.cornwall.sch.uk/site/19434-e-safety>

PARENTAL RESPONSIBILITY

Please note that the adults named on the child's birth certificate or in the case of a fostered child, care/adoption papers are the only people that can sign consent forms for the child. Also please note that unless we have been informed otherwise, both parents may collect children and receive copies of reports. Thank you for your support in this matter.

COMMUNICATION

Good communication enables things to run smoothly and effectively. We communicate with parents by:

- Our newsletter, which is sent home every fortnight on Fridays and available on our website.
- A daily message board reminds parents of daily arrangements.
- Calendar on our website
- Text messaging to inform parents of any important information such as school closures in extreme weather and any alterations to after school provision. We will be also using our website more this year for messages.
- Reports are issued yearly in July and these will keep you informed of your child's progress.
- Parents' Evenings are held twice a year and enable you to have a private discussion with your child's teacher about achievement, future targets, behaviour and any matters of concern.
- A community newsletter distributed to all our community groups and to the immediate residential area.

We also invite parents to

- Make an appointment at any time to speak with your child's teacher about any concerns.
- Discuss any matter concerning them about their child's education or behaviour with Mrs Tyreman, please contact the school for an appointment.

CHARGES FOR SCHOOL ACTIVITIES

No charge is made for equipment, books and materials but voluntary contributions are invited from parents for swimming, visits and other activities. These include theatre visits, visits to art galleries and museums, musical activities and workshops run in school. No child will be excluded if they do not pay the contribution, however we do need contributions to make these activities viable. Please see our Charging Policy on the school website.

Y6 TRANSFER TO SECONDARY SCHOOL

We have good relationships with local secondary schools. Applications for secondary school placements are made to Cornwall Local Authority and these need to be completed by the deadline stated. Children transfer in the September after their 11th birthdays and prior to that they follow an introductory programme. As a school we believe that continuity and liaison between schools is vital for your child and every effort is made to ensure that transfer proceeds smoothly.

FRIENDS OF ST MARY'S SCHOOL (FOSMS)

We have an active "Friends of the School". This association is organised by parents and friends of the school who, in consultation with the Head Teacher, arrange fund raising and social events. They purchase useful resources for the school and their efforts are very much appreciated. Anyone is welcome to join and the Friends are always looking for new members and new ideas.

ADULT HELP IN SCHOOL

Extra help *is always* welcome and if you feel able to offer your time or skills, please speak to a member of staff. This help can be given on a regular or occasional basis. For regular volunteers we request a DBS check and provide induction before starting. This year we have established a Reading Army of parents who have made a regular commitment to help in this area. It has been very beneficial for the children and really helped. If you have an interest or skill that you would like to share then please see Mrs Tyreman.

ADMINISTRATION OF MEDICINE

If appropriate, medicines should be given at home, although we appreciate this is not always possible. If it is necessary for your child to take medicine in the course of the school day for the prescribed treatment to be effective, written authorisation must be given to the school and a form completed.

Medicines (including inhalers) must be clearly labelled with the owner's name and dosage and given in to the school office. We rely on parents giving us up to date information about their child's health needs. It is essential that we have this and also contact numbers for home.

Polly Taylor, HLTA is the designated person for Child Health in school and liaises closely with the School Nursing Service on medical matters. Parents can also contact the school nursing service directly. Please see posters in school or ask at the office. We also have a school Supporting children with Medical Conditions Policy on our website.

COMPLAINTS PROCEDURE

A complaint is a matter of concern expressed by the parent, guardian or a professional worker of a child on the roll of the school, which is either received in writing or made verbally at an appointment at an agreed time.

In the first instance an informal discussion should take place between the complainant and the child's class teacher. During this discussion either may at any time request that the matter be put on to a more formal basis by suggesting that it be either put in writing or discussed at an appointment as outlined above. An official complaint should be made to or in the presence of the head-teacher. Please see the full policy on our website.

INSURANCE

The LA insures against injury caused to children only as a result of its own negligence and that of its servants or agents, but does not insure to pay compensation following accidental injury suffered by a pupil. Our minibuses are insured through the Local Authority and all our drivers have successfully completed a LA minibus test.

DOCUMENTS AVAILABLE FOR REFERENCE

The following documents are available to parents either from our website www.st-marys-ce-pz.cornwall.sch.uk

- Current curriculum
- Cornwall Council's agreed syllabus for RE
- Current school policies

All documents are also available in the school office. If there is any further information you require then please contact the school.

IMPORTANT NAMES AND ADDRESSES

Cornwall Local Authority:

School Improvement Officer (West)

Barbara Dyer

Truro Diocese:

Diocesan Director of Education

Simon Cade

Please note that whilst every care has been taken to ensure the accuracy of the statements in this handbook, circumstances may cause changes after publication.

**It is impossible to capture the essence of what happens in our classrooms and school in a few words. Please come and visit the school, see the learning happening and experience the warm, friendly inclusive atmosphere that is St. Mary's School that will meet the needs of your child.
We look forward to meeting you soon.**

Staff of St Mary's School

Appendix 1

ACHIEVEMENT AND STANDARDS

It is vital that your child achieves their full potential at primary school and we set high standards for our children to attain each year and ensure children progress well from starting points.. Our results for the last three years are given below. We aim to achieve this by providing high quality teaching with effective intervention for children that need additional support. We also believe that a strong partnership between home and school is vital in helping the children achieve their very best.

Key stage 2

Level 4 +	2013	2014	2015
Reading test	81.8%	81.3%	76.2%
Writing (teacher assessment)	68.2%	75%	69.5%
Maths test	72.7%	62.5%	66.7%
Combined	63.6%	62.5%	52.4%

Level 5 +	2013	2014	2015
Reading test	45.5%	56.3%	28.6%
Writing teacher assessment	13.6%	37.5%	19.0%
Maths test	27.3%	18.8%	14.3%

Key stage 1 – key stage 2 At least 2 levels progress (expected)	2013	2014	2015
Reading	77.3%	92.9%	85.7%
Writing	77.3%	85.7%	85.7%
Maths	72.7%	64.3%	81.0%

Key stage 1 – key stage 2 3+ levels Progress (more than expected)	2013	2014	2015
Reading	36.4%	21.4%	14.3%
Writing	9.1%	21.4%	9.5%
Maths	13.6%	0%	14.3%

Term Dates 2015-16

- **Autumn term 2015 (72 days)**
03 September - 18 December
(Half term 26 - 30 October)
- **Spring term 2016 (54 days)**
04 January - 24 March
(Half term 15 - 19 February)
- **Summer term 2016 (69 days)**
11 April - 22 July
(Half term 30 May - 3 June)

Public Holidays

- Christmas Day - 25 December 2015
- Boxing Day - 28 December 2015 (for 26 December)
- New Year's Day - 1 January 2016
- Good Friday - 25 March 2016
- Easter Monday - 28 March 2016
- Early May Holiday - 2 May 2016
- Spring Bank Holiday - 30 May 2016
- Summer Bank Holiday - 29 August 2016

School INSET Days 2015-16

Thursday 3rd September

Friday 4th September

Monday 4th January

Friday 27th May

Monday 4th June