



St. Mary's
Catholic Federation

PROSPECTUS 2018/2019



St Mary's Nursery & Infants' School
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Executive Headteacher :Mrs S Hulme

Executive Deputy Headteacher (Junior School): Mrs G Owens

Executive Deputy Headteacher (Nursery & Infants' School): Mrs M Quinn

Safeguarding Statement

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

Lead Safeguarding Person Junior School: Mrs G Owens

Lead Safeguarding Person Nursery & Infant School: Mrs M Quinn

Safeguarding Deputy: Mrs S Hulme

Governor designated safeguarding officer: Mr T Richmond

CONTENTS

Page No	
2	School Governors
3	Introduction, Parishes and History of St Mary's
4	Mission Statements & Vision Statements
5-6	Aims and Policy to promote Equality of Opportunity
7-12	The School Day, Teaching Time & Curriculum
12-13	Sports, Additional Educational Needs & Homework
14-15	Internet Permission, Google Drive, Extra Curricular Activities and Holidays
16	Term Dates
17-20	Pastoral Care & Behaviour, School Council, The School and Parents, Friends of St Mary's & Access to School
20-24	School Uniform
24-25	Health & Welfare
25-26	School Dinners, Milk, Charges for School Activities, Breakfast & After School Club & Transfer to High School
27	Complaints & Data Protection

MEMBERSHIP OF THE GOVERNING BODY

Foundation Governors

Governor

Vacancy

Mr A Freeman (Vice-Chair)

Mr T Neal

James Kenneavy

Vacancy

Mr B Tomkins (Chair)

Co-Opted Governor

Mr T Richmond

Local Education Authority Governors

Mr A Tierney

Parent Governors

Mrs K McGuinness & Mr K Parsons

Clerk to the Governors

Penny Garry

Headteacher Ex -Officio

Mrs S Hulme

Staff Governors

Hrs H Nicholls

Co-opted Mr S Pratsis

Associate Governor

Mrs P Dudley

Mr D O'Gorman

Mr A Scully

- Parent Governors are appointed for a period of 4 years. At the end of their term of office they may stand for re-appointment as long as they have a child in the school
- Foundation Governors are appointed for a period of 4 years
- Local education Governors are appointed by the local authority and serve for variable amounts of time

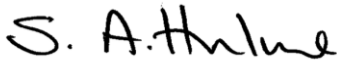
WELCOME TO ST MARY'S Catholic Federation - Nursery, Infant and Junior Schools

Dear Parents,

If your first child will be joining us, we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have, or have had, a child here we are pleased to share this current school prospectus with you.

In the prospectus we aim to give information regarding school life at St Mary's Catholic Schools but if you have any further queries please do not hesitate to ask. We want you to be confident in choosing St Mary's as your child's learning community as a result of knowing and understanding what happens within it.

Yours sincerely



S A Hulme MA NPQH NLE
Executive Headteacher

Introduction

St Mary's Catholic Nursery, Infant and Junior Schools are both three form entry, Voluntary Aided Catholic schools for girls and boys between the ages of 3 and 11 years. The total number of pupils on roll at the Nursery and Infants' School is 322 and a further 360 in the Junior School. The school lies within the Archdiocese of Southwark and in the pastoral area of South West London.

Parishes

The schools lie within the parish of The Holy Cross Carshalton, and also serves the parishes of Our Lady of the Rosary in Sutton, The Holy Family in Sutton, and St Margaret's in Carshalton Beeches.

History

In 1890 a Catholic school was opened in Sutton where it was attached to the Church of Our Lady of the Rosary. Four years later, the numbers of pupils having increased, new accommodation was provided in the grounds of Carshalton House in Shorts Road. The School thrived in these premises until 1966 when the infants were separated from the juniors and the infants' school was established on its present site in West Street. The junior school remained in the Shorts Road premises until 1980 when the school moved to its present modern location, which was originally St Philomena's prep school. In September 2016, St Mary's Nursery & Infant School and St Mary's Junior School entered into a hard federation



ST MARY'S CATHOLIC NURSERY & INFANT SCHOOL MISSION STATEMENT

At St. Mary's Catholic Nursery and Infants' Schools we share in the mission of the Catholic Church to proclaim the Gospel. We are a Christian community which welcomes and brings together priests, governors, parents, staff and pupils in developing a special relationship with God. The Gospel values of love, justice, tolerance, kindness, forgiveness and respect are reflected in our policies and practices.

Our aim is to develop the full potential of each child, spiritually, intellectually, morally, emotionally, physically and socially. We offer equality of opportunity to all children regardless of gender, disability, colour, ethnic or national origin. We celebrate the uniqueness of each child.

Everyone who is involved with the school shares their gifts for the benefit of every child. We are committed to supporting the Catholic ethos of the school helping our children towards an understanding of the Catholic way of worship. Through offering children this experience of life in a community founded on Gospel values, we aim to prepare them for life as Christians in the wider world.

ST MARY'S CATHOLIC JUNIOR SCHOOL MISSION STATEMENT

- * each person is recognised and valued as an individual
- * each child is encouraged to progress to the best of their ability
- * we provide a welcoming, supportive and purposeful atmosphere for learning
- * we work together in partnership with the home, parish and the wider community, to prepare our children for life

In accordance with the Mission Statement, the aim of St Mary's school is to develop the whole child within the premise of the following rules of Jesus

- "Do for others what you want them to do for you".**
Matt 7.12
- "Love one another. As I have loved you, love one another".**
John 1

VISION STATEMENT

Our vision is for life long 'learning' to be at the heart of St Mary's Catholic Schools.

A school where there are high expectations and a striving for excellence in all that we do.

A community where every child, member of staff, parent, governor and visitor is treated with respect and valued as a unique individual in the image of Christ.

A place, which maintains a high level of creativity, enquiry and challenge with a sense of adventure and enjoyment.

Inclusion

At St Mary's we aim to develop the whole child spiritually, morally, emotionally, physically and socially to their full potential. These aims intend to be inclusive by offering equality of opportunity to all children regardless of gender, disability, colour, ethnic or national origin or social circumstances. The school's Inclusion Policy gives greater detail on our aims, objective and practice and can be found on the school's Google Classroom.

Aims of St Mary's Schools

St Mary's Schools promote high achievement and learning for life by working with children to:

Be inspired by gospel values, educated in our Catholic faith tradition through attitude and example, and have opportunities for celebration, prayer and reflection to ensure future spiritual growth and development.

Provide the necessary skills and knowledge that will help them to grow in the knowledge and love of God and of one's neighbour.

Encourage in our children an understanding of their own value and importance as individuals, to promote their spiritual growth and social development so that they can learn to give and share as well as receive.

Encourage their sense of awe and wonder so they develop enquiring minds, a capacity to question and argue rationally and the ability to collaborate and apply themselves to independent tasks with perseverance, thereby becoming motivated life long learners.

Have high self-esteem with a sense of responsibility - respecting themselves, others of different cultures and abilities, backgrounds and faiths and the environment.

Become effective communicators with the ability to express themselves with confidence.

Provide a broad and balanced curriculum in which high standards are achieved.

Become flexible and adaptable gaining appropriate technological skills to prepare them for adult life in the modern world.

To ensure equality of opportunity for all.

To safeguard children. To [take notice of and adhere to all the national and local policies and guidance in regard to Safeguarding Children and Young People including the Keeping Children Safe in Education guidance.](#)

Policy to promote Equality of Opportunity

At St Mary's Catholic Schools the overarching ethos is that no child will be disadvantaged in any way because of their race, disability or gender. It concerns the self-esteem, aspirations and achievement of all our children. Emphasis is placed on the value of everyone's contribution and an atmosphere of mutual respect and care, fostered to encourage the full participation of every child.

Every child has the right to receive an appropriate educational entitlement in line with all the statutory duties to promote equality as detailed in the following legislation@

The Race Relations (Amendment) Act 2000

The Duty to Promote Disability Equality 2006

The Gender Equality Duty 2007

It is the responsibility of all staff to promote equality in accordance with the school's Mission Statement. Staff support the ethos of a truly Catholic Christian school and enhance the school's contribution to community cohesion. There is a clear referral system to the Headteacher where this is a concern/ issue and appropriate action is taken in cases of harassment and discrimination.

All materials and equipment used are appraised against equality criteria as being fit for purpose.

All schemes of work and materials used in curriculum delivery are monitored by subject leaders to ensure they promote equality.

Educational outcomes and experiences are monitored against equality criteria and remedial action taken where equality is not being addressed.

Home languages and Bi-lingualism are celebrated at St Mary's Schools. Children who have English as an additional language and have been exposed to another language from birth are assessed termly in their acquisition of the English language / in their mastery of the English language. This enables us to support their speaking, listening, reading and writing in acquiring English.

The Principles of "Every Child Matters"

Every Child Matters, prompted by the tragic death of Victoria Climbié, aims to protect, nurture and improve the life chances and well being outcomes of all children.

The five outcomes are interdependent and show the important link between educational achievement and well-being:

- be healthy: enjoying good physical and mental health and having a healthy lifestyle;
- stay safe: being protected from harm and abuse;
- enjoy and achieve: getting the most out of life and developing the skills for adulthood;
- making a positive contribution: being involved with the community and society and not engaging in anti-social or offending behaviour;
- achieve economic well-being: not being prevented by economic disadvantage from achieving their full potential in life.

ECM outcome	ECM success evidence in school
Be healthy	Regular exercise taken incl. 2 hours PE per week. Make informed healthy, lifestyle choices. Eat and drink healthily. Engagement in School Travel Plan. Recognise the signs of personal stress and anxiety and develop strategies to manage it. Commitment to active learning. Daily Mile
Stay safe	Display concern for others and refrain from intimidating and anti-social behaviour. Feel safe from bullying and discrimination. Confident to report bullying and racist incidents. Physical activities undertaken in an orderly and sensible manner. Adhere to Safeguarding policies

Enjoy and achieve	<p>Have positive attitudes to education. Behave well. Have a good attendance and punctuality record. Enjoy their learning very much and be pro-active. Good personal development, high self-esteem. High aspirations and increasing independence. Make good progress in their learning.</p>
Make a positive contribution	<p>Understand their rights and responsibilities. Show social responsibility and refrain from bullying and discrimination. Able to express their views at school and are confident their views and 'voice' will be heard. Involved in school and community activities. Inclusive education. Follow school rules</p>
Achieve economic well being	<p>Develop basic skills in literacy, maths, Computing, developing self evaluation and settings personal targets. Develop their self-confidence/ team working skills. Become enterprising and able to handle change in their lives. Take initiative and calculate risk when making decisions.</p>

The School Day

	Nursery	Infant	Junior
Morning Session	8.55-11.25 (option to stay for lunch until 11.45)	8.55	8.45
Morning Break Yr 1&2 Yr 3&4 Yr 5&6		10.35-10.50	10.25-10.40 10.45-11.00
Lunch Break Reception Yr1&2 Yr 3 & 4 Yr 5&6		12.00-1.00 12.10-1.10	12.15-1.15 12.30-1.30
Afternoon Session Nursery Reception Yr1&2 Yr 3&4 Yr 5&6	12.45-3.15 (lunch club 12.15 to 12.45)	1.00-3.15 1.10-3.15	1.15-3.15 1.30-3.15
PM Break Yr1&2		2.00-2.15	

Teaching Time

Allowing for registration, collective worship and breaks, the time spent on teaching during each week is 21 ½ hours for KS1 and 25 hours for KS2.

We think that it is important to establish punctual habits in the children. The children should be arriving at least 5 minutes before school starts. Entrance doors will be open from 8.35am at the Juniors and 8.45am at the Infants allowing pupils to come into school, get settled and prepare for their school day. There is no teacher on duty until this time. A teacher is on duty from 8.35am and 8.45am respectively.

CURRICULUM

Early years

The Development Matters Curriculum

Whilst in Reception the children are working within the Foundation Stage and follow the Early Years Foundation Stage Curriculum. This curriculum has four key themes and principles. These are:

A Unique Child:

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships:

Children learn to be strong and independent through positive relationships.

Enabling Environments:

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Learning and Development:

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

Foundation Stage

Within the Foundation Stage curriculum there are seven areas of learning and three key characteristics of effective learning.

The seven areas of learning are:

Prime Areas

• Personal, social and emotional development - Making relationships, self-confidence and self-awareness,

Managing feelings and behaviour

- Physical development - Moving and handling, health and self-care
- Communication and language - listening and attention, understanding, speaking

Specific Areas

- Literacy - reading, writing
- Mathematics - numbers, shape, space and measure
- Understanding the world - people and communities, The World, technology
- Expressive arts and design - exploring and using media and materials, being imaginative.

The Three Characteristics of Effective Learning

1. Playing and Exploring
2. Engagement Active Learning - motivation
3. Creating and Thinking Critically - thinking

The curriculum is planned in a very practical way, and is based around topics that are of interest and are both relevant and meaningful to the children. Adult and child directed activities take place both in the classroom and outside in the secure outdoor learning area. The reception children have direct access to the outdoor area which they use throughout the year and are encouraged to decide where they work and learn.

KS1& KS2

The curriculum is delivered by means of a mixed approach incorporating topic work, discrete subject teaching and cross-curricular themes. Schemes of work are planned to provide a framework, which ensures continuity

and enables children to progress according to their capabilities. EYFS & KS1 follow a creative curriculum that focuses on differing curriculum areas for each half term e.g. YR1 Moon Zoom, YR2 Street Detectives.

National Curriculum Documents, and the school's own schemes of work are available in the school and on the website for reference. As the Juniors is an accredited "Thinking School" we have made the commitment to use a range of tools to promote higher level thinkers and independent learners. Thinking tools are also used across the curriculum at Infant school as a method in the rebuild and repair process for positive behaviour development in KS2. A creative curriculum is fully embraced and lessons outdoors promoted.

Religious Education

Religious Education is taught in the light of the Gospel values and permeates itself into every aspect of school life. The school recognises that parents are the first messengers and teachers of their children's faith and the Home - Parish - School link plays an essential part in our school's Religious Education programme.

In school the children follow the National Scheme recommended by the Arch Diocese of Southwark called 'Come and See'. This is a scheme that has a strong academic challenge whilst also strengthening the religious education of the pupils.

Religious life in the school includes daily prayer, assemblies, regular celebration of Mass supporting the preparation for the Sacraments in the Junior School, which is led by our feeder parishes.

Personal, Social, Health Education (PSHE) Education in Personal Relationships (EPR)

These two titles form the basis for the personal and pastoral aspects of the school, emerging primarily from the Religious Education curriculum. Much of this learning however, takes place beyond the curriculum.

"Personal, social, health education (PSHE) help to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens" The National Curriculum

PSHE is taught both discretely and integrated with other subjects. The school council discusses matters of interest with the elected pupils who convey the agenda and decisions to the rest of the children in the class through Class Council.

Relationship education lays its emphasis upon loving relationships, culminating in Y6 with the children watching the Sex Education video entitled "Growing Up". Parents are consulted and given the opportunity to watch the video prior to the children being shown it and we accept that they have a right to withdraw their children from seeing the video and subsequent follow-up sessions. The programme of Education in Human Love written by Sister Jude Groden has been introduced to all from Nursery to Year 6 on the recommendation of the Education Commission.

English

We love books at St Mary's and enjoy studying them in the daily literacy lessons. We use real books to help the children understand texts and to help with their own writing. Through sharing books and screen based texts as a class, the pupils get to know the characters and this helps them to understand their behaviour in the stories. Sometimes we use films, pictures by artists or drama to help in the writing processes. In addition to reading and writing we also investigate and learn phonics, spelling patterns and punctuation and classes have weekly dictation spelling tests in KS2. Books are provided for children to take home and read alone with their families and we have a school diary in which to record these. Pupils read regularly with their teachers in Guided Reading in small groups.

Mathematics

Mathematics is a vital component of the curriculum providing a way of viewing and making sense of the world. It is essential to everyday life, critical to science, technology and engineering, and necessary for financial literacy and most forms of employment. We aim for every pupil to become confidently numerate and to develop mathematical skills and understanding for life.

As a core subject mathematics is taught daily in class groups and is based on the national curriculum with a strong emphasis on the "Maths Mastery" approach. All pupils learn through the concrete - pictorial - abstract approach; the aim being to ensure that all pupils:

- become fluent in the fundamentals of mathematics, including through varied and frequent practice with increasingly complex problems over time, so that pupils develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately
- reason mathematically by following a line of enquiry, conjecturing relationships and generalisations, and developing an argument, justification or proof using mathematical language
- can solve problems by applying their mathematics to a variety of routine and non-routine problems with increasing sophistication, including breaking down problems into a series of simpler steps and persevering in seeking solutions
- acquire the necessary skills and fluency to recognize and make links between areas of mathematics and to move between representations of mathematical ideas
- apply their mathematical knowledge to science and other subjects

Science

We aim to encourage children to explore and investigate their world, to understand key concepts and use scientific methods of investigation. Pupils will be given opportunities to learn through active engagement in order to develop knowledge, understanding and skills in the areas explored. Through activities we encourage certain attitudes such as respect for living organisms and the physical environment and a willingness to tolerate uncertainty and co-operation with others. We also encourage an exposure to scientific vocabulary.

Design and Technology

Our aim is to provide pupils with the opportunity to design and make, in activities which span the curriculum and for pupils to apply knowledge and skills to solve practical problems. Children develop independence and have access to all basic materials and a range of tools and equipment. They are encouraged to take responsibility for their work and to draw on their knowledge and understanding, to devise a method or solution in order to create, and then evaluate during and at the end of the process.

History

Through History lessons children are given the opportunity to develop their skills of exploration and analysis. They ask and answer questions and learn how to interpret evidence and draw their own conclusions. Children learn about the past through topic days, workshops, visits, research and enquiry.

Geography

In our teaching of geography, all children are given opportunities to use geographical enquiry and skills when developing knowledge and understanding of places, patterns and processes, and environmental change and sustainable development. These are taught through studies of local areas as well as other countries.

Computing

As Computing underpins today's modern lifestyle, it is essential that all pupils gain the confidence and ability, that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world. The use of ICT will enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

Our aims are to:

- *Allow staff and children to gain confidence in and enjoyment from, the use of Computing. Additionally to allow staff to develop professionally by enhancing their teaching, management and administrative skills;*
- *Allow children to achieve specific computing skills as set down in the schools scheme of work;*
- *Allow children to appreciate the relevance of computing in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment.*

Children have lessons in the ICT Suite in addition to shared use of laptops and iPads. These are used to enhance other curriculum areas. They have access to a wide variety of software to support every step of their learning. Children are asked to bring in their own set of earphones for use in this subject when entering the Junior School.

Art

Children at St Mary's experience a range of art activities and encounter the work of a range of artists. They work alone, in groups and as a class on a curriculum which includes drawing, colour, textiles, collage, three dimensional work, printmaking and painting. In the Junior School each child has a sketchbook which informs their work and provides a record of how ideas have developed and many lessons take place in the school studio which is timetabled for music and art lessons. Work is displayed in school and photographed so it can then be taken home.

Our **Creativity days** allow the children to work on shorter art activities unconnected to the class curriculum. Previous themes have been Easter, Artists around the World, Artists from Many Cultures and Olympics. On these days the children work in groups of mixed year groups giving the opportunity to work alongside other children and extending the skills of all pupils including those with a talent for art. All pupils have the opportunity to complete all activities.

Modern Foreign Languages (Junior School)

At St Mary's Catholic Junior school we aim for the children to be aware of the multi-cultural world through teaching a modern foreign language. This ensures an early start towards competence in a foreign language and to develop their cultural knowledge and awareness, extending the children's horizons. We provide all of our pupils the opportunity to learn and experience languages and other cultures. French is taught for 30 minutes a week with this learning being supported by short inputs throughout the week; for example during the register.

Music

Music plays an active and important part in the life of the school. The music curriculum offers pupils the chance to explore and enjoy music at appropriate levels in a variety of ways including Computing.

Singing is at the centre of the curriculum. It enhances their musical skills, develops their aural awareness and their ability to apply their knowledge and understanding in their compositions. Project work includes music from different cultures and times including the use of musical instruments. In Year 4, all children learn

to play a string instrument with an introduction to reading music. Choir is open to all children across all year groups as an after school club at the Junior School and as a lunchtime club for year 2.

Children have musical opportunities in the school mass and assemblies.

Several peripatetic teachers provide extra-curricular lessons in guitar, violin, trumpet, trombone and piano during class time in the Junior School and piano during class time in the Infant School. **(There is a charge for these lessons and parents who wish their child to learn a musical instrument should place their names on a waiting list in the school office.)**

However great or small your child's talent, the emphasis in music is on enjoyment and building confidence. Everyone's contribution is valued.

Physical Education

The key objective in this area is the full participation of all pupils in a broad and balanced programme of activities, which are accessible and challenging. We endeavour to teach children to develop positive attitudes, to observe the conventions of fair play, honest competition, and good sporting behaviour as individual participants, team members and spectators.

We welcomed the Government's announcement in June 2013 to provide additional funding for 2 years to improve provision of physical education (PE) and sport in primary schools and this has continued. We are committed to using this resource in developing high quality PE lessons, alongside greater opportunities for sporting competitions and clubs for all our young people.

Sports Facilities

The schools each have large halls. The hall is used for gymnastics, dance and indoor games. Both schools have use of playing fields situated behind St Mary's Infant School in West Street. The field has a football pitch in the autumn and spring terms and a grass running track during the summer term. Games activities also take place on the two playgrounds, and the playing field in addition to benefitting from some of the sports facilities at St Philomena's. The pupils at the Junior School compete in a wide range of sports competing against other schools. The Junior School also have a Multi Usage Games Area (MUGA) which is used for Netball and PE and both schools have a Trim Trail for climbing.

Swimming

Swimming is an important part of the curriculum. Children start to swim from year 3 and have swimming instruction at Westcroft swimming pool. We are most grateful to the parents, upon whose assistance we rely, for escorting children. Pupils have the opportunity to take part in competitive swimming activities.

Additional Educational Needs

Children with Additional Educational Needs are provided for as part of the continuous range of provision for all pupils. Each teacher has the responsibility to provide Quality First Teaching building confidence and self-esteem allowing every child to experience success and feel respected as a member of the school community. All children are integrated within the school in activities both in and beyond the classroom. The needs of the majority of children are met by differentiated provision within the classroom. If appropriate however, children may be withdrawn in small group irrespective of ability to receive teaching specific to their needs.

Additional support is also provided by a range of outside agencies.

Homework

Homework is given to the children on a progressive basis so that by the age of 11, they are completing a reasonable amount of work each week that will prepare them to meet the demands of High School.

Purpose

Parental involvement and link between home and school;
 Supporting class work;
 Teaching independence and study skills;
 To encourage self discipline;
 Preparation for secondary school.

Frequency

Years 1 & 2	Daily reading (10-15 mins). Weekly mental maths, weekly spellings, half termly research and projects related to topics (at least 30 minutes for year 1 and 45 minutes for year 2)		
Year 3 & 4	2 nights a week)	learning) plus spelling, tables, number bonds
Year 5	3 nights a week)		+
Year 6	Daily)		own reading

It is important that the learning of spellings, tables and number bonds forms part of children's homework on a daily basis. Spellings for the term can be found on Google Drive. Supportive topic work research may also be requested.

Unfinished class work may also be sent home if necessary at the teacher's discretion for all year groups.

Additional learning activities may be sent home to support learning targets.

Duration

Year 1 & 2	Average of 30 minutes per week or a project
Year 3 & 4	Average of 20 - 30 minutes per night (week days)
Year 5 & 6	Average of 30 - 45 minutes per night (week days)

Homework given at the weekend may be of a longer duration

These times are only approximate and based on a child working in a concentrated manner in a quiet environment.

If a child is consistently taking a lot longer than these suggested times or having difficulties with any aspect of the homework please contact the class teacher or attach a note to the homework.

Learning Journal (Junior School)

This work is set once a term. The purpose of this activity is to promote independent learning and research across the curriculum using a themed approach. It gives the children the opportunity to make a choice of their recording methods.

It is important that the learning of spellings, tables and number bonds forms part of children's homework on a daily basis. Spellings for the half term are sent home on each year group's forecast sheet. Learning Journals, a thematic approach will be used as a homework task in KS2 and these will be completed 1 to 3 times each year. The aim of these is to promote independent learning.

Unfinished class work may also be sent home if necessary at the teacher's discretion. Extra homework as revision will also be sent home for Year 6 before the SATs. Homework may include computer based activities and if a child does not have computer access at home they may use the ICT suite, with permission, at lunchtime.

Homework given at the weekend may be of a longer duration.

These times are only approximate and based on a child working in a concentrated manner in a quiet environment.

If a child is consistently taking a lot longer than these suggested times or having difficulties with any aspect of the homework please contact the class teacher or attach a note to the homework.

Illness

Homework will be set, at parents request for any child who has prolonged absence from school while recovering from an illness e.g. a medical procedure, on the understanding that it is monitored and marked by the parent.

Internet Permission

As part of pupils' curriculum enhancement and the development of computing skills, St Mary's Schools School provides supervised access to the Internet including e-mail.

Before the school allows pupils to use the Internet, we must obtain parental permission. Both you and the pupil must sign and return the Internet Permission Form as evidence of your approval and their acceptance of the school rules on this matter.

Various projects have proven the educational benefits of Internet access, which will enable pupils to explore the schools Google Drive, thousands of libraries, databases and bulletin boards. During school, teachers will guide pupils towards appropriate material. Outside school, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

In school our Internet access provider operates a filtering system that restricts access to inappropriate materials. Parents should be aware that this might not be the case at home. Parents should also be aware that although every endeavour is made to ensure that suitable restrictions are placed on the availability of children to access inappropriate materials, this cannot be guaranteed and the school cannot be held responsible for the nature or content of materials accessed. We believe however, that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

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. If you decide to support your child's application for access to the Internet you must tick this on the permission form given when your child starts the school

Google Drive

Google Drive and Google Classroom are a managed file storage service developed by Google. It allows users to store and share assignments in a paperless way. It is a tool used to enhance your child's learning and improve access to your child's studies both in school and at home.

In order to access the Google Drive, every child has been designated a unique Username and Password that will give access to their class and year group only. In addition, **you too** can use this Username and Password to see vital information for Parents and Carers on forthcoming events and access information about the school, after school clubs and communication such as newsletters.

If your child is transferring from the infant school to the junior school the Username and password will stay the same, as the new term starts and they are registered on roll at the school they will shortly have access to the pages appropriate to them.

To gain access to the Google at home please log in to <https://www.google.com/drive/>

and use Google Chrome as your web browser.

Enter your child's unique Username and Password and you will gain access to the appropriate class and year group.

Extra Curricular Activities

Music Lessons

Lessons are offered in piano at the Infants' School and guitar, violin, trumpet, trombone, viola, cello and piano at the Junior School. All of these lessons are chargeable and are carried out throughout the school day.

If you wish your child to participate, please contact the school office who will advise you if there is a vacancy and put your child's name on the waiting list if necessary. **Access to music lessons is operated on a strict first come first served basis and contact should only be made directly with the school, not with the Music teacher in relation to places. Each child will only be allowed to learn one instrument at a time outside curriculum music lessons.**

The music teachers will advise you on the requirements for music instruments, books and payments. All payments are made directly to the music teacher and **not** the school.

After School Clubs

Many of the after school clubs are held by teachers who give up their time for extra curricular activity.

You will be advised in writing of any after school clubs and activities. These are changeable and varied throughout the year.

Parents permission is essential if a child is to remain at school for a club or activity. Dismissal/ Collection arrangements from clubs will be explained when a place in a club is offered.

Parents are not permitted to drive into the school grounds to collect children from after school clubs and we also request that you observe strictest courtesy in respect of the grounds of St Philomena's and local residents and adhere to parking restrictions as well as respect to our neighbours in the community.

Children Who Go On Holiday in Term Time

Leave of absence is only granted by the Executive Headteacher.

The amendments make clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

Although we sympathise with a number of requests, it is the duty of the school to ensure all children receive the maximum access to learning achieved by good attendance. Obviously this takes into consideration those times when a child needs to be at home due to illness. In the interests of safeguarding, children need to be in school to enable all children to have the best outcomes. "Keeping children safe in education" DfE September 2016 page 4.

To be read in conjunction with the Attendance Policy: Pupils whose attendance falls below school expectations of 96% will receive a letter each term to remind parents. The school is committed to tracking attendance with respect to safeguarding and achievement and will ask for evidence of all absences. Authorisation for absence is only given by the Executive Headteacher for very exceptional circumstances.



St. Mary's
Catholic Federation

St Mary's Nursery, Infant and Junior Schools, Carshalton

ST MARY'S CATHOLIC NURSERY, INFANT AND JUNIOR SCHOOLS TERM DATES 2018/2019

<i>AUTUMN TERM 2018</i>	
Monday 3rd September	<i>INSET DAY 1</i>
Tuesday 4th September	<i>INSET DAY 2</i>
Wednesday 5 th September	SCHOOL BEGINS
Mon 22nd Oct - Fri 26th Oct	HALF TERM
Monday 29 th October	SCHOOL STARTS
Friday 21st December	LAST DAY OF TERM - SCHOOL FINISHES 2pm
<i>SPRING TERM 2019</i>	
Monday 7th January	<i>INSET DAY 3</i>
Tuesday 8th January	SCHOOL BEGINS
Mon 18th Feb - Fri 22nd Feb	HALF TERM
Monday 25th February	SCHOOL BEGINS
Friday 5th April	LAST DAY OF TERM - SCHOOL FINISHES 2pm
<i>SUMMER TERM 2019</i>	
Tuesday 23rd April	<i>INSET DAY 4</i>
Wednesday 24th April	SCHOOL BEGINS
Monday 6 th May	MAY BANK HOLIDAY
Monday 27 th May - Friday 31st May	HALF TERM
Monday 3rd June	SCHOOL BEGINS
Monday 24 th June	<i>INSET DAY 5</i>
Tuesday 23rd July	LAST DAY OF TERM - SCHOOL FINISHES 2pm

Pastoral Care and Behaviour

Chaplaincy

Chaplaincy at St. Mary's serves the spiritual and pastoral needs of pupils, staff and parents. It provides opportunities for prayer, stillness and reflection in an otherwise busy environment. In addition to beautiful grounds, we are fortunate to have a dedicated Chapel area at the Juniors and a Marian Grotto in the Infants' Quiet Garden.

The Chaplain is ably assisted by pupil Chaplaincy Team members who provide a range of liturgical experiences within school and a pupil Liturgy Group which leads liturgical music in the Juniors. The Chaplain accompanies all members of our school community and is available for individual meetings as needed.

Behaviour

At St Mary's Schools we are committed to our Mission Statement, notably that of developing "the whole child spiritually, morally, emotionally, physically and socially to their full potential". We aim to develop every child's behaviour from the basis of Jesus' teaching:

"Do for others what you would want them to do for you" (Matt. 7.12).

We create an atmosphere of respect, co-operation, consideration for others and a feeling that everyone matters.

Pupils at St Mary's schools enjoy the freedom to work and play together without being hindered by the actions of other children. In any community there are however, always differences and occasionally difficulties arise. Pupils here can expect a fair and consistent approach to discipline, and distinction is made between serious and minor misdemeanours. Procedures can be found in the school's Positive Behaviour Policy. The schools have a published behaviour ladder that clearly defines the consequences of unacceptable behaviour. Teachers refer to the behaviour ladder when issuing sanctions and talking to the children about their behaviour.

Bullying

Bullying of any form is not acceptable. Staff monitor pupils' well being constantly and all allegations of bullying are investigated. Procedures for dealing with bullying are in place and appropriate action is taken. (See the school's Positive Behaviour Policy & Anti Bullying policy on the school website and MLE). Each class has a worry box for children to post their concerns in and these are monitored by the class teacher to address with an individual child or the whole class as appropriate.

Class Groups

The class teacher is responsible for the welfare of their pupils, and parents who have concerns should make an appointment to see the teacher in the first instance.

Achievement Awards

The staff and pupils in the Infant School recognise significant achievements on a weekly basis. "Star of the Week" is awarded and children are congratulated in assembly.

There is a certificate awarded at the Junior School called the St Mary's Award each half term to congratulate children and celebrate their achievement in each class who have made, or maintained, progress

with class work or behaviour. There is also a Class Award each half term, which is voted for by all members of the class. The Infant School celebrate "The Star of the Week" each week in assembly.

School Council

Two children (one boy and one girl) from each class are nominated by their class mates to represent them at the School Council. They meet regularly with the Headteacher or Deputy to discuss issues relating to the school.

The School and Parents

The School aims to build on a successful "Home - School" partnership that is mutually supportive, to help the child develop their full potential.

A Home School Agreement is sent to the parents each September to read and sign. This is used as a teaching tool each term. When parents apply for a place at St Mary's they are confirming their adherence and support to school policies.

Information for Parents

We thank parents for their help and support given to children. We like to begin the school year in September with a "Welcome to St Mary's" evening. This is a time when parents can meet their child's class teacher who will give them information about general class matters and expectations for the year. Later in the autumn term parental consultations are held to discuss individual progress. In the spring term we have our Pupil Assessment and Review (PAR) meetings when the child is present as part of the consultation discussion and targets are set. This is followed by a written report in the summer term.

Staff inform parents about problems with work and behaviour or parents are asked to contact the teacher if they have cause for concern. If a proper discussion is required then parents are asked to make an appointment. The Headteacher is also happy to talk to parents on any issues or concerns they may have and appointments can be made through the School Secretary.

Weekly Newsletters are emailed home on a regular basis and are also displayed on the school website and via email. These contain news about forthcoming events and achievements. Parents are urged to read them carefully particularly for School dates. We urge parents to look out for dates relating to their child.

Google Drive is also used to communicate with the children and parents of both schools through the Parent and Carer's rooms and Google Classroom.

We use an email communication system to communicate with parents over all types of issues and we encourage you to read the emails as they may affect your child. If however, you do not wish to have communication by email, you can opt to have a hard copy which will be sent home with your child.

Each year group have their curriculum forecast sheets posted on the MLE each half term informing parents about areas of the curriculum or topics being covered including the spellings for each week.

Parental Involvement

We warmly welcome parents who wish to help or support the School in some way and value the contribution they make.

Staff are most grateful for parents who help with such activities as reading, the library, cookery, sewing and craft activities, supervision on class outings and the swimming rota. Any further suggestions or offers of help

are always appreciated or if you have some spare time available during the week your child's class teacher would be pleased to hear from you.

In accordance with the school's Safeguarding Policy, it is essential for helpers to have a Disclosure & Barring Service (DBS) check depending on the activity. The school will arrange this with volunteers.

Class representatives at the junior school are appointed to be a central point of contact for parents in their child's class to relay information and suggestions.

PARENT FORUM

The Parent Forum is formed of a parent representative from each class. An election is held each September and the representative will stay in place for the duration of the academic year. The forum meets each term with the Executive Headteacher to discuss issues relating to school life.

St Mary's Infant Fellowship (SMIF) and The Friends of St Mary's (FSMs). These are currently different fundraising bodies who are looking to amalgamate in the future.

All parents are automatically members of the SMIF and FSM when their child joins the school. These organisations contribute greatly to the life of the School and hold many social functions throughout the year which parents are urged to support. The AGM is held in the autumn term when committee members are elected.

SMIF and FSMs hold a number of fund raising events and in consultation with the Headteacher, money raised is spent on school projects, educational equipment, theatre groups and outings which are part of the National Curriculum. Many of these activities would not be viable without this financial support.

SMIF nominate Class reps for help with the school fundraising events only. This is quite separate to other reps who communicate information from the school.

ACCESS TO SCHOOL

The entrances to the Nursery & Infants' Schools are:

- a) Through the gate on West Street (main entrance to the school office)
- b) In the alleyway between West Street and Shorts Road. Gate 6 is for Year 2 and gate 4 is for Reception and Year 1 children. Nursery children enter through the gate between gates 4 and 6.

The entrances to the Junior School are:

- a) Through the gates in Shorts Road (St Philomena's main entrance)
- b) Through the gate by St. Joseph's Cottage (from the alley adjacent to St Mary's Infants School)
- c) Through the gate in Pound Street

All gates apart from Shorts Road are locked between 9.30am and 3pm.

All year groups enter the school from the playground.

CHILDREN MUST KEEP STRICTLY TO THE PATHS

Cars

It is not permitted for parents to drive into the school grounds. Parents should not drive into or down to the schools for after school clubs.

St Mary's car park in the grounds of St Philomena's is a staff car park and is not to be used for parents **at any time.**

Parents can only drive to the school when they are picking up a sick child or have appointments and need to have been given special permission. We encourage parents and children where possible to walk to school. If you bring a car we ask you to park safely and respect our neighbours by not parking across their driveways.

A disabled parking bay is available at both schools and priority is given to parents of children at the school when arranged through the school office with confirmation of a mobility badge.

WAITING FOR CHILDREN

Infant School, children are released from their allocated playground and will only be released to a parent or nominated person.

At the Junior School, parents pick children up from the lower playground at the end of the school day unless parental permission has been given to release the child. We ask that parents:

- 1) Walk with their children to the school exit and not allow them to run on with friends, keep young children by your side. (Remember the path is also a roadway for the Junior School)
- 2) To always use pathways to and from St Mary's Infants School and not to cut across St Philomena's playing fields at any time.

Please remember **no smoking** and **no dogs** are allowed within the grounds. **Also no bicycles or scooters are to be ridden in the grounds by adults or children of any age.**

After school clubs - Parents are **not permitted to drive** into the school grounds to collect children and parents are asked to wait at the designated meeting point as detailed in the club letter.

THANK YOU FOR YOUR CO-OPERATION

School Uniform

Nursery School

Winter Uniform

Boys

Navy blue jogging bottoms
Pale Blue polo shirt with school logo
School Sweatshirt with school logo
Plain Grey Socks (not trainer socks)
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves

Girls

Navy blue jogging bottoms
Pale Blue polo shirt with school logo
School Sweatshirt/Cardigan with school logo
Blue or White Socks (not trainer socks)
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves

Summer Uniform

Boys

Grey shorts or Navy blue jogging bottoms
Pale Blue polo shirt
School Sweatshirt with school logo
Plain Grey Socks (not trainer socks)
Navy or light blue sun hat (baseball style)
Plain dark blue or black coloured coat

Girls

Light blue check dress or Navy blue jogging bottoms
Pale Blue polo shirt
School Sweatshirt/Cardigan with school logo
White Socks (not trainer socks)
Navy or light blue sun hat (baseball style)
Plain dark blue or black coloured coat

Infant School

Winter Uniform

Boys

Grey Trousers
Pale Blue polo shirt School Sweatshirt with school logo
Plain Grey Socks (not trainer socks)
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves
Black school shoes - no boots allowed

Girls

Navy Tunic or Skirt
Pale Blue polo shirt
School Sweatshirt/Cardigan with school logo
Blue or White Socks or navy tights (not trainer socks)
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves
Black school shoes - no boots allowed

Summer Uniform

Boys

Grey shorts
Pale Blue polo shirt School Sweatshirt with school logo
Plain Grey Socks (not trainer socks)
Navy or light blue sun hat (baseball style)
Plain dark blue or black coloured coat
Black school shoes - no boots allowed

Girls

Light Blue Check Dress
School Sweatshirt/Cardigan with school logo
White Socks (not trainer socks)

Navy or light blue sun hat (baseball style)
Plain dark blue or black coloured coat
Black school shoes - no boots allowed

P.E. Kit

School PE Shirt
Plain navy blue Shorts/ skorts
White or Black Sports Trainers - **not** plimsoles (no coloured laces and minimum decoration or logo)
Plain navy blue jogging bottom
Plain grey sweatshirt (no logos or motifs)
Navy or light blue sun hat (baseball style)
St Mary's Infant School blue Sunhat or plain blue/ navy sunhat
A spare pair of socks (for girls wearing tights)

Junior School

Winter Uniform

Boys

Grey Trousers
Pale Blue Shirt (long or short sleeves)
School Sweatshirt with school logo
Plain Grey Socks (not trainer socks)
School Tie
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves
Black school shoes - no boots allowed

Girls

Pale Blue shirt (long or short sleeves)
School Tie
School Sweatshirt/Cardigan with school logo
Navy Tunic or Skirt
St Mary's navy school hat
Plain dark blue or black coloured coat, scarves and gloves
Blue or White Socks or navy tights (not trainer socks)
Black school shoes - no boots allowed

Summer Uniform

Boys

Pale Blue Shirt (short or long sleeve)
Grey Shorts (except Year 6)/ trousers
School Sweatshirt with school logo
Plain grey socks (not trainer socks)
School Tie
Navy sunhat (baseball style)
Black school shoes - no boots allowed

Girls

Light Blue Check Dress (Year 6 pupils may wear winter uniform if preferred).
School Sweatshirt/Cardigan

Plain white socks (not trainer socks)
Navy sunhat (baseball style)
Black school shoes - no boots allowed

P.E. Kit

School PE Shirt
Plain navy blue Shorts/ skorts
White or Black Sports Trainers- **not** plimsoles (no coloured laces and minimum decoration or logo)
Plain navy blue jogging bottom
Plain grey sweatshirt(no logos or motifs)
Plain navy sunhat
A spare pair of socks (for girls wearing tights)

Swimming (Junior School Only)

Boys	Navy Blue swimming trunks & hat
Girls	Navy Blue one-piece swimsuit & hat
	Towel
	Goggles (optional)

As you are aware, the school prospectus outlines the standards expected for both boys and girls summer and winter uniforms and we ask that parents ensure their children strictly follow these guidelines and come to school suitably dressed.

The following applies to both boys and girls at both schools.

Footwear

Proper school **shoes** should be worn - Black Shoes - no platform soles, boots or open toes. Trainers may NOT be worn with school uniform

The Wearing of Jewellery is Forbidden

In no circumstances must children bring or wear jewellery in school. This includes the wearing of earrings. This measure is put in place for health and safety reasons and we would ask all parents to respect and follow our school policy. Children wishing to have their ears pierced must do so at the beginning of the summer holidays and at no other time. Watches are permitted from year 1 but must be removed for PE. **No child is allowed to do PE or a sports club whilst wearing earrings.**

Hair

All hair shoulder length and over must be fully tied back with blue or white fastenings, hair should be secured away from face. This applies to both boys and girls. Hair gels are forbidden in the school for safety reasons. From time to time hair styles change but children should not come to school with 'fashion' hair styles e.g. shaved or No1 haircuts, tram lines, Mohican style etc, cuts that have extreme lengths- shaved sides and fringes flopping over the face etc.

Lost Property

Children's belongings that are lost will be placed in the cupboard outside the school office. The cupboard is cleared at the end of each term. **N.B. PLEASE MARK ALL ITEMS OF CLOTHING AND EQUIPMENT**

Toys

No toy or ball should be brought to school. We are lucky enough to have a selection of toys for the children to play with at lunchtime.

Health and Welfare

Illness in School

Children who become unwell in school are cared for by the staff until they recover, or in more serious cases, parents are contacted and asked to collect their child.

Water Bottles

We recommend that all children from Year 1 come to school with a water bottle (with sports cap and clearly marked with their name) to keep in class. This enables the children to have regular drinks and is particularly important during hot weather. Water fountains are also available.

Administering Medicine

The school has a policy on the administration of medicine for children which can be found on the school website. Where possible parents should request that any antibiotics are prescribed with a dosage of three times a day to avoid this being brought to school. In the rare case that antibiotics have to be given 4 times a day, a form must be completed and returned to the school office before medicine can be given. In some cases parents may be asked to come into school to administer the medicine to their child. The form is available from the school office.

Health Care Plans

Health Care Plans are required for those children who have ongoing medical conditions. The school will issue a health care plan form where appropriate.

Sun Glasses

Sunglasses are not permitted to be worn in school. For any child needing to wear these for medical reasons, an appointment will need to be made to discuss with a member of the leadership team.

Emergencies

Parents are asked to ensure that the school has up to date information, which will help speed contact if there should be an emergency or illness. Names, telephone numbers and email addresses are vital, together with the name of the person to be contacted. It is important that the contact person is known to the child and within easy access of the school.

Change of Address

Any change of address and/or telephone number should be notified in writing to the School Secretary as soon as the family has moved into a new house or changed their home phone number. Also changes of parental work telephone numbers and mobile numbers should be made available to the school and kept updated. We also request a priority email address so that communication may be made in the future direct to parents.

Clinic and Dental Appointments

A child can be released for hospital or clinic appointments during the course of the day **only** when a **written** explanation is received in advance with a copy of the medical appointment documentation. The parents should come to the school office to collect the child. Children may not leave school alone during school hours.

Absence from School

Holidays should not be organised during school term time as this disrupts the children's continuity of learning. In exceptional circumstances, if a parent has to take a child away they must write to the **Executive Headteacher** requesting the absence and explaining the reason for the intended absence. The Headteacher will consider the request alongside attendance and progress of the pupil. Only exceptional circumstances will be authorised.

If a child is absent the school must be advised by 9.30am by calling the school office on 020 8647 4342 (Junior School) or 020 8647 5711 (Nursery & Infant School). A note of explanation must be given to the class teacher on his/her return even if you have already called the school. This helps to prevent truancy and support safeguarding procedures. The percentage of authorised absences for 2016/2017 at the Junior School was 1.7% which is within the target of 2.6% agreed by the Governors. The percentage at the Nursery & Infant School was 3.2% Parents should note that a late mark in the register counts as an unauthorised absence and that attendance letters are given to parents at the end of each term where attendance falls below 96% with a greater concern for those below 93%. A meeting for parents with the Safeguarding lead may be requested to pupils whose attendance falls below 90%.

If a parent is requesting to collect a child early without evidence of a medical or previously approved appointment, for safeguarding reasons, the parent will be asked to meet with a member of the Senior Leadership team before the child can be released. The office staff are not permitted to release a child before this requirement has been met.

School Dinners

All children in the Infant School are currently entitled to Universal Free School Meals. We would assume that all these eligible pupils would take up this offer as we promote school meals as being the healthy option whilst being most convenient for parents and for free!

For those children who do not wish to take meals for the whole week, Monday to Friday, they may choose to have hot dinners on a Wednesday and Friday only. We will assume all children will take school dinners unless you wish to take the option of providing a healthy packed lunch in which case will need to be informed by writing. The choice is made at the beginning of each term and can't be changed until the start of the next term.

At the Junior School, children can either have hot school dinners all week from Monday to Friday or choose to have hot dinners on a Wednesday and Friday only. Alternatively, they can bring a healthy packed lunch. The choice is made at the beginning of each term and can't be changed until the start of the next term.

The information about the Universal Free School Meals is correct to date.

Dinners are available for all children and menus can be viewed on the Parentpay website. Dinner money must be paid on line through ParentPay or by a Paypoint card (these can be ordered from the school office). Children may have packed lunches, which are consumed in the dining hall. We ask the parents to ensure that the packed lunch is healthy and that no sweets or chocolate are included. **Bottles and cans of fizzy drink are not permitted; water is available on the table.** If a child wishes to change from packed lunches to dinners or vice-versa, they may only do so at the beginning of each half-term.

In addition children at the Infants' School are provided with a piece of fruit at morning break, this follows the government initiative and is supplied from external agencies. This varies from apples, pears, carrots etc.. Children at the Junior School may bring a piece of fruit for morning break. As part of our 'Healthy School' initiative we encourage children to bring a healthy packed lunch avoiding food with a high sugar or salt

content. Please note that if a child is to be brought to school after 10.00am and wishes to have a dinner ordered, then please call the school office to ensure your child receives dinner that day.

If a child has been in school and dinner has been ordered and they leave to go home due to illness, the school dinner will be charged at the normal rate.

A Parentpay Username and password will be issued to your child prior to them joining the school.

Milk

Small cartons of milk may be ordered for children on a weekly basis to have at breaktime. Payments are made via registration with Cool Milk at www.coolmilk.com. Full details of the cost per day will be supplied by Cool Milk upon registration. There is no refund if a child is absent or does not drink the milk ordered.

Charges for School Activities

1. Education Visits/ Events

Schools cannot charge for educational visits within school time and therefore we ask for voluntary contributions. If the voluntary contributions however, do not cover the cost of the trip, the visit may have to be cancelled. (Parents who are experiencing financial difficulties are invited to make a confidential appointment with the Headteacher to discuss the matter.) We are also fortunate to have financial contributions from FSMs towards some activities e.g. Christmas pantomime.

2. Musical Activities

Fees will be charged for the visits of peripatetic instrumental teachers who teach piano, keyboard, trumpet, trombone, guitar and violin. Instruments can be hired direct from Sutton Music Centre. Refer to the section on Extra Curricular activities for more information on how to put your child's name on the waiting list.

3. Governors' Fund

Parents are invited to make voluntary contributions of £30 or £50 per annum to the Governors' Fund. In a Roman Catholic Voluntary Aided School Governors are responsible for 10% of the cost of most repairs and improvements to the school buildings. As you may imagine with ever increasing costs, this becomes quite a burden. We, therefore, ask for your support in helping to maintain the excellent standards at St Mary's by making a donation of at least £30.00 per family, per school.

Payments can be made on line at www.parentpay.com

If you are a taxpayer, please could you also sign the **Gift Aid Declaration** so that we can reclaim from the Inland Revenue the tax you have already paid on your donation to the Fund. This rebate adds another £7.50 to each £30.00.

4. Breakfast Club & After School Club

A breakfast club and after school club is currently available on the site of St Mary's Nursery & Infants' School. This is run through Orchard Childcare for children in both the Infants' and Junior schools. For further details for availability and cost please contact Orchard Breakfast Club on 07944043250.

Transfer to High School

At the age of eleven children transfer to High School. St Mary's holds a parents meeting in the summer term about transfer to High School. Each school has its own admission policy and in addition selective schools have an entrance examination.

Complaints Procedure - Curriculum and Related Matters

It is important that parents let us know about any concerns or complaints about the school. In the first instance, the parent should contact the teacher concerned to discuss any complaint. If you are not satisfied then the matter will be looked into by the Headteacher. If it is not possible to resolve your complaint at that

stage then there is a formal complaints procedure. The Complaints Procedure is available on the school website and in hard copy if required.

The information and particulars in this document relate to the school year beginning September 2017 and were correct in relation to that year in June 2017. It should not be assumed however, that there will be no change

- (a) Before the start of, or during the school year in question
- (b) In relation to subsequent year.

Data Protection

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing personal data. Privacy notices are available to view on the school's website.

The privacy notice explains how we collect, store and use personal data about pupils.

We at St Mary's Catholic Federation, Carshalton, are the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer is Craig Stilwell of Judicium Consulting Limited. The Data Protection Officer is responsible for overseeing data protection within the school so if you have any questions in this regard, please do contact them:

Email: dataservices@judicium.com

Telephone: 0203 326 9174

Address: 72 Cannon Street, London EC4N 6AE