



St. Mary's  
Catholic Federation

# PROSPECTUS 2023 - 2024



St Mary's Nursery & Infants' School  
West Street  
Carshalton SM5 2PT  
Tel: 020 8647 5711  
Email: [office@stmarysinfschool.org.uk](mailto:office@stmarysinfschool.org.uk)  
Website: <https://www.smcsc.org.uk/>

St Mary's Junior School  
Shorts Road  
Carshalton SM5 2PB  
Tel: 020 8647 4342  
Email: [office@stmarysjunior.org.uk](mailto:office@stmarysjunior.org.uk)  
Website: <https://www.smcsc.org.uk/>

**Executive Headteacher: Mrs S Hulme**

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

**Executive Deputy Headteacher (Junior School): Mrs M Kenny**

**Assistant Headteacher: Mrs F Black**

## **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 Nursery & Infant School: Mrs M Quinn**

**Lead Safeguarding Person Junior School: Mrs M Kenny**

**Safeguarding Deputies: (Infant) Mrs S Hulme & Mrs E Heath-infant school & (Junior School) Mrs S Hulme, Mrs F Black & Mr S Pratsis**

**Governor designated safeguarding officer: Mr. T Richmond**

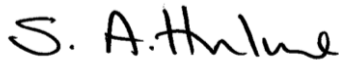
## WELCOME TO ST MARY'S Catholic Federation - Nursery, Infant and Junior Schools

Dear Parents,

If you are new to our school community, we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have a child in school, we are pleased to continue to share the school prospectus with you, which contains important school information.

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, whilst also serving 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 infant 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 Preparation School. In September 2016, St Mary's Nursery & Infant School and St Mary's Junior School entered into a hard federation with the school name changing to St Mary's Catholic Federation, Carshalton



## ST MARY'S CATHOLIC FEDERATION, CARSHALTON - MISSION STATEMENT

# Learning, playing, and growing together in the love of Jesus

### MISSION STATEMENT

*"Love one another "John 1.*

St Mary's is a welcoming school based on our shared Gospel values where we give witness to God's love, knowing that every child is embraced with the **love of Jesus** as they pray, **play** and grow together as friends.

Every child is unique and we are proud of our inclusive and supportive **learning** environment, where we celebrate each other's achievements. Children have the opportunity to reach their full potential as we guide them to become lifelong learners.

We all aspire to do the best we can within God's family, living Christian values and sharing spiritual links with those in our home, parish and wider community.

### VISION STATEMENT

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

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.

## **Admissions Policy and Procedures 2024 - 2025**

- Nursery Admissions Policy - [Nursery Admissions Policy 2024 - 2025](#)  
Infant School Admissions Policy - [Infant School Admissions Policy 2024 - 2025](#)  
Junior School Admissions Policy - [Junior School Admissions Policy 2024 - 2025](#)

### **MEMBERSHIP OF THE GOVERNING BODY**

#### **Foundation Governors**

Mr B Tomkins (Chair)  
Mr A Freeman (Vice-Chair)  
Mr A Tierney  
Mr P Grady

#### **Headteacher Ex-Officio**

Mrs S Hulme

#### **Staff Governors**

Mr Patrick  
Miss Framp

#### **Co-opted Governor**

Mr T Richmond

#### **Associate Governors**

#### **Local Education Authority Governors**

Vacancy

#### **Parent Governors**

Mrs K Daly  
Mr B Trim

#### **Clerk to the Governors**

- 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

#### **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 lifelong 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. [This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.](#)

## 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 at;

The Race Relations (Amendment) Act 2000

The Duty to Promote Disability Equality 2006

The Gender Equality Duty 2007

The Equality Act 2010

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 wellbeing 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.

<b>ECM outcome</b>	<b>ECM success evidence in school</b>
<b>Be healthy</b>	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
<b>Stay safe</b>	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
<b>Enjoy and achieve</b>	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.
<b>Make a positive contribution</b>	Understand their rights and responsibilities. Show social responsibility and refrain from bullying and discrimination.

	<p>Able to express their views at school and are confident their views and 'voice' will be heard.</p> <p>Involved in school and community activities.</p> <p>Inclusive education.</p> <p>Follow school rules</p>
<b>Achieve economic well being</b>	<p>Develop basic skills in literacy, maths, Computing, developing self-evaluation and setting personal targets.</p> <p>Develop their self-confidence/ team working skills.</p> <p>Become enterprising and able to handle change in their lives.</p> <p>Take initiative and calculate risk when making decisions.</p>

### The School Day

	<u>Nursery</u>		<u>KS1 (Infants)</u>		<u>KS2 (Juniors)</u>
 Nursery (AM) Drop Off	8.35am	 Drop off	8.35am - 8.45am	 Drop off	8.35am - 8.45am
 Home Time Nursery (AM) collection	11.35am	 Register School Begins	8.55am	 Register School Begins	8.45am
 Nursery (PM) Drop Off	12.15pm	 Play Time Reception - Small Playground Yrs 1 - 2 -Big Playground	10.35am - 10.50am	 Play Time (Big Playground)	10.25am - 10.40am
 Nursery (PM) Collection	3.15pm	 Lunch Time Lunch time	12.10pm - 1.10pm	 Lunch Time Lunch time	Yrs 3 - 4 12.10pm - 1.10pm Yrs 5 - 6 12.30pm - 1.30pm
 Nursery (30 Hours) Drop Off	8.35am	 Play Time Reception - Small Playground Yrs 1 - 2 -Big Playground	2.00pm - 2.15pm	 Home Time Day Ends	3.15pm
 Nursery (30 Hours) Collection	3.15pm	 Home Time Day Ends	3.15pm		

## Teaching Time

Allowing for registration, collective worship and breaks, the time spent on teaching during each week is 21  $\frac{1}{2}$  hours for KS1 and 25 hours for KS2.




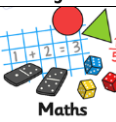



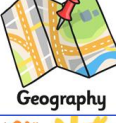

We think that it is important to establish punctual habits in children. The children should be arriving at least 5 minutes before school starts. Entrance doors will be open from 8.35am at the juniors and 8.45am at the Infants allowing pupils to come into school, get settled and prepare for their school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

## CURRICULUM





Curriculum Overview - To view our Curriculum Overview please visit our website (link below) - <https://www.smcsc.org.uk/curriculum-overview.php>

Curriculum Subjects - Please click on each subject for Long Term Plans, Policies and ideas to support home learning.

The [National Curriculum](#) can be found here and the link for each subject can be found on their corresponding page.

 Religious Education	Religious Education - <a href="#">Religious Education Information</a>
 PSHE Association	PSHE & EPR - <a href="#">PSHE &amp; EPR Information</a>
 English	English - <a href="#">English Information</a>
 Maths	Mathematics - <a href="#">Mathematics Information</a>
 Science	Science - <a href="#">Science Information</a>
 Computers	Computing - <a href="#">Computing Information</a>
 History	History - <a href="#">History Information</a>
 Geography	Geography - <a href="#">Geography Information</a>
 Art	Art & Design - <a href="#">Art &amp; Design Information</a>



 Design and Technology	Design & Technology - <a href="#">Design &amp; Technology Information</a>
 Music	Music - <a href="#">Music Information</a>
 PE	Physical Education - <a href="#">Physical Education Information</a>
 Languages	Modern Foreign Languages - <a href="#">Modern Foreign Languages Information</a>

### Statutory Assessment Outcomes Summer 2022

<b>Year 1 Phonics Screening check</b>	92%
<b>Key Stage 1 Assessment Outcomes</b>	
<b>Subject</b>	Meeting the required standard
<b>Reading</b>	80%
<b>Writing</b>	83.33%
<b>Mathematics</b>	85.55%
<b>Science</b>	98.88%
<b>Year 4 Multiplication Check</b>	
	45% scored 24/25 or more
<b>Key Stage 2 Assessment Outcomes</b>	
<b>Reading</b>	82.22%
<b>Writing</b>	74.44%
<b>Mathematics</b>	79%
<b>Grammar, punctuation &amp; Spelling</b>	88%
<b>Combined ARE</b>	79%
<b>Combined GD</b>	20%
<b>Science</b>	89%

### Next Steps

Our year 6 children transferred to the following schools:

St Philomena's Catholic High School for Girls	44	Glenthorne High School	1
The John Fisher Catholic School for Boys	10	Glyn School	2
Wallington Country school for Boys	4	Greenshaw High School	4
Wimbledon college	9	Harris Academy Sutton	2
Sutton Grammar School	4	Nonsuch High School for Girls	2
Carshalton Boys Sports College	4	Overton Grange School	4
Cheam High School	1		

### 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.



Sports Facilities

The schools each have large halls. The hall is used for gymnastics, 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 benefiting 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, such as football (Boys & Girls), Netball, Tag Rugby and other sporting events. The Junior School also has 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 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 High Quality 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 groups irrespective of ability to receive teaching specific to their needs.

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



homework

### **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.

Activities include daily reading (10-15 mins). Weekly mental math's, weekly spellings, half-termly research and projects related to topics.

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.

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

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.

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.

### **Educational Visits**

Educational Visits are organised by class teachers to enhance and enrich children's experiences. A contribution is requested from parents towards the cost of trips; there are no funds to cover parents who wish for their child to attend but are not willing to cover the cost (If you are facing financial trouble making payments for your child's Educational Visit, please request a meeting with Mrs Hulme, Executive Headteacher, to discuss possible payment plans).

### **Illness**

Homework will be set, at parent's 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.

Homework will not be set for pupils taken out during school time as unauthorised absence.

### **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. This will be requested prior to the child starting school.

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 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 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 currently offered in piano at the Infant and Junior School and guitar and My Band at the Junior School. All of these lessons are chargeable and are carried out throughout the school day. Please note this was accurate at the date published and may vary year by year.

**Access to music lessons is operated on a strict first come first served basis and contact should only be made directly 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**

The Term before the Clubs Timetable will be emailed out to all parents/carers to inform them of the clubs available for the term preceeding.

Not all clubs are open to all children; please pay attention to which club your child is eligible to attend. 'Paid for' clubs are managed completely by the external provider. Please follow their application link on the timetable to apply for a place. Most paid for clubs require you to reapply every term. Please ensure you contact the provider to ensure your place. It will say on the timetable 'Booking essential' if there are places available at this type of club.

'Lunchtime clubs' do not have an attached application form as these are arranged by teachers internally who will liaise with children who are eligible to attend. These clubs will say 'Teacher managed attendance' on the timetable. Parents do not need to do anything for these clubs.

'Teacher led clubs' are led by teachers or TA's and are free (although some require some equipment you may need to supply but you will know about this at the application stage). These clubs say 'Apply here'; Please complete the online application form and submit it. If your child has been given a place at the club, they will

be informed by the Teacher running the club These types of clubs might only run for one term, change their day or change their target year group.

Children are not permitted to leave a club without an adult collecting them.

Completion of an application for a club does not mean your child has been given a place at the club. You will receive separate confirmation of this.

If a club is oversubscribed, places will be given on the basis of: equality of opportunity and distribution of pupils across clubs.

### **Children Who Go On Holiday in Term Time**

Authorisation for absence may only be granted by the Headteacher, however leave of absence will not be granted 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 January 2021.

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.**

### **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 and a reflective area dedicated to Mary.

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:

*"Love one another "John 1.*

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. Each school uses a restorative approach to rebuild and repair.

### **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 Google Drive). 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.

### **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 weekly Star Writer Award to celebrate their achievement in a piece of writing from the previous week.

### **School Council**

Two children (one boy and one girl) from each class are nominated by their classmates 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 with the class teacher in the first instance. The Senior Leadership Team are also happy to talk to parents on any issues or concerns that have been unresolved and appointments can be made through Ms Nicol - PA to the Headteacher.

Weekly Newsletters are emailed home on a regular basis and are 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 groups have their curriculum forecast sheets posted on the School website and Google Drive 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 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 one nominated 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.

Class Parent Reps for the PTA enables the school to provide further enhancement to each pupils learning experiences whilst encouraging community cohesion.

All parents are automatically members of the PTA 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 summer term when committee members are elected.

The PTA holds a number of fundraising 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.

The PTA nominates class reps for help with the school fundraising events.

### **Parent Governors**

Parent Governors are able to serve office for a period of 4 years. These governors are appointed following a parent election. This role is very different to both Parent Forum members and PTA Class Representatives. As a Parent Governor, the responsibility is very much contributing to the strategic vision of the school as opposed to direct operations of the school.

### **School Access**

Please note that we do not have parking on site and we are located within a School Safer Streets Scheme, please see below for further details;

**Scheme operation area: Alma Road, to its junction with Shorts Road and the whole of Shorts Road.**

**Hours of operation: between 7.50am and 8.30am and between 2.45pm and 3.30pm on Monday to Friday inclusive.**

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 in Pound Street

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

Please note: No family or pupils should enter the junior school grounds before 8.30am. This is due to respect for allowing St. Philomena's pupils to arrive at school and for service vehicles to be clear of the road leading to the junior school.

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.




















**In addition, 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.

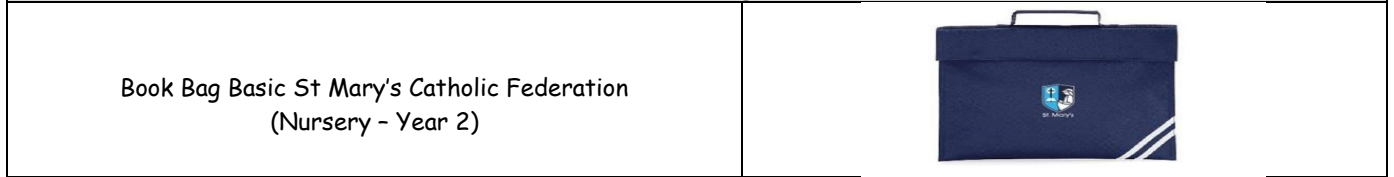
**THANK YOU FOR YOUR CO-OPERATION**

## School Uniform

Nursery						
<p>School Sweatshirt/cardigan with school logo            PE Plain Navy Blue Shorts or PE Plain Navy Blue Jogging Bottoms            Pale Blue Polo Shirt            White Socks            Sensible Black Velcro School Shoes (No boots or trainers allowed)</p>						
						
School Bags						
Book Bag Basic St Mary's Catholic Federation (Nursery - Year 2)						
Outdoor wear						
<p>Navy waterproof coat            Navy Woolly Hat            Navy Woolly Gloves            Navy Woolly Scarf            Navy Summer Cap            Fold up navy pak a mac</p>						
						
Reception - Year 2 (Infants School)						
<p>Sweatshirt V-Neck or Cardigan with St Mary's Catholic Federation logo (Nursery - Year 6)            Blue Polo shirt (Infants only)            Grey School Shorts with plain grey sock / Grey Trousers with plain grey socks / Navy Skirt (No splits allowed) with navy or white socks (no trainer socks) or Navy Tights / Navy Pinafore with navy or white socks (no trainer socks) or navy tights            Blue checked dress with white or navy socks            Sensible Velcro School Shoes - Infant School</p>						
						
						



**School Bags**



**PE KIT**

T-Shirt Technical St Mary's Catholic Federation P.E. (Reception - Year 6)  
 Plain Navy Jogging Bottoms / Shorts / Navy Skort  
 Grey Sweatshirt (with no hood)  
 PE Trainers Plain White/Black or Navy - No Plimsolls  
 Drawstring Bag St Mary's Catholic Federation - Please label/Name your bag



**Outdoor wear**




















Navy waterproof coat  
 Navy Woolly Hat  
 Navy Woolly Gloves  
 Navy Woolly Scarf  
 Navy Summer Cap  
 Fold up navy pak a mac



**Year 3 - Year 6 (Juniors School)**

Sweatshirt V-Neck or Cardigan with St Mary's Catholic Federation logo (Nursery - Year 6)  
 Blue School Shirt/Blouse (Short or Long sleeved)  
 Grey School Shorts with plain grey socks / Grey Trousers with plain grey socks / Navy Skirt (No splits allowed) with Navy or white socks (no trainer socks) or Navy tights / Navy Pinafore with Navy or White socks (no trainer socks) or Navy Tights  
 Blue checked dress with white or navy socks  
 Tie Broad Stripe - Navy & Saxe (Junior School Only - Year 3 - 5)  
 Sensible black Shoes (no boots or trainers allowed) - Junior School



					
<b>School Bags</b>					
Rucksack Junior St Mary's Catholic Federation (Year 3 - Year 6)					
<b>PE KIT</b>					
T-Shirt Technical St Mary's Catholic Federation P.E. (Reception - Year 6) Plain Navy Jogging Bottoms / Shorts / Navy Skort Grey Sweatshirt (with no hood) Drawstring Bag St Mary's Catholic Federation - Please label/Name your bag					
					
<b>Swimming - Year 5 &amp; 6 Only</b> Swimwear - Cap - Silicone Swimwear - Costume (Navy/Black) Swimwear - Goggles Swimwear - Trunks (Navy/Black) Swimwear - 'Jammer' shorts (not board shorts) (Navy/Black)					
					
<b>Outdoor wear</b>					
Navy waterproof coat Navy Woolly Hat Navy Woolly Gloves Navy Woolly Scarf Navy Summer Cap Fold up navy pak a mac					
					

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

### Jewellery

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 in school colours (white, blue or black) and only watches strictly telling the time with no other additions allowed, i.e. No smart watches, and are only 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 the face. This applies to both boys and girls. Hair gels are forbidden in the school for safety reasons. From time to time hairstyles change but children should not come to school with 'fashion' hair styles

e.g. dyed hair colours, shaved or No1 haircuts, tramlines, 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. School does not take responsibility for any toys that are lost in school if they are brought in.

## **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. Vomiting and diarrhoea - Children with [diarrhoea or vomiting](#) should stay away from school for 2 days (48 hours) after their symptoms have gone.

### **Water Bottles**

We recommend that all children come to school with a water bottle (with a 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.

### **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. All medication needs to be brought to the school office (at the start of the term) to be registered including inhalers, epipens, etc. It is the responsibility of parents to ensure medication is in date. The school takes no responsibility for the monitoring of this.

### **Health Care Plans**

Health Care Plans are required for those children who have ongoing medical conditions. Parents will be provided with a template for completion to be returned to school. For more severe cases, the school nursing service may offer advice for completing the form.

### **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.

### **Umbrellas**

Umbrellas are not permitted in school. An appropriate coat with a hood should be worn for days of indecent weather.

### **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. In addition, 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 Governors have set a target for attendance to be above 97.4% in each school. 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 cannot 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 cannot be changed until the start of the next term.

The Mayor of London, Sadiq Khan, announced an emergency scheme to help families with the spiralling cost of living by ensuring that every primary schoolchild in London will receive free school meals in the next academic year (2023-2024). The one-off proposal is to ensure that healthy free school meals are universally available to all primary school pupils for one year from September due to the extreme pressures currently facing households across the capital.

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, confectionaries 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 (grapes need to be cut in half). 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.

At the infant school, parents often ask what they can do to celebrate their child's birthday. As a healthy eating school. We do not allow sweets to be distributed in school; however, a book donation for the class to enjoy is most welcomed.

#### **Milk-**

Small cartons of milk may be ordered for children on a weekly basis to have at break time. Payments are made via registration with Cool Milk at [www.coolmilk.com](http://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.)

#### **2. Musical Activities**

Fees will be charged for the visits of peripatetic instrumental teachers who teach piano and guitar. Instruments can be hired directly 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 £35 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 £35.00 **per family, per school, if you have sibling at the same school, i.e. both at the infants or both at the juniors, you will only need to pay one Governor's Fund contribution.**

Payments can be made on line at [www.parentpay.com](http://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 £8 to each £35.00.

#### **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 <https://www.orchardchildcare.co.uk/st-marys-catholic-nursery-and-infants-school>.

### **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 concern. If you are not satisfied, then the matter will be looked into by the Headteacher. If it is not possible to resolve your concern 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 2021 and were correct in relation to that year in June 2021. It should not be assumed however, that there would be no change

(a) Before the start of, or during the school year in question

(b) In relation to the 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 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](mailto:dataservices@judicium.com)

Telephone: 0203 326 9174

Address: 72 Cannon Street, London EC4N 6AE